

# FCMP - AKO Forms Page - User Guide

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## **Introduction**

This document provides an introduction to the FCMP system and explains how a user can fill, sign, route and track forms. The document is primarily annotated screen shots from the system.

This document contains an overview of the Test and Evaluation system, which is slightly different from the FCMP production system. However, the Test system will be more up-to-date and has a different login mechanism.

This document will be updated as the system is completed. A reader should always be suspicious that the system has been updated since this document was updated.

## ***What is the Forms Content Management Program?***

The Forms Content Management Program (FCMP) is the Army's solution for managing business workflows by automating the predefined business processes and their associated forms and publications. The solution integrates electronic forms software, content management software, and digital signature software.

The FCMP provides a single portal where all forms (departmental forms and eventually command and local forms) can be found, filled, completed, signed, copied, renamed, and added to folders. The portal contains capabilities similar to an e-mail system (e.g., an Inbox). The forms and folders can be routed to other FCMP users for approval. Additionally, the portal includes a forms library, tracking system and has searching and sorting capabilities.

## ***Objectives***

This user guide gives the user an overview of all of the capabilities of FCMP by showing and annotating the system's capabilities using screenshots.

# Getting Started

## ***Step-by-Step Overview***

The use of the system follows some basic steps. Although every form is different, the following example shows how a typical set of users might use FCMP to complete a Request for Leave form.

### **User A**

1. Logs into FCMP.
2. Goes to Form Finder.
3. Locates the form (Request for Leave, DA-31) either by general title form number.
4. Opens the form.
5. Complete the appropriate data.
6. Save the form. The form is saved into the user's drafts.
7. Select the form in the Drafts and click Route.
8. Complete the routing information for User B.
9. Continue with other work or log out. User A can continue to track this form using the FCMP Tracking capability.

### **User B**

1. Logs into FCMP.
2. Goes to Inbox (which holds forms sent to the user by other individuals).
3. Clicks on the form name and the form opens.
4. Enters any additional information and signs, if appropriate.
5. Save the form. The form is saved back into the Inbox.
6. Select the form in the Inbox and click Route.
7. Complete the routing information for the next user, if any.
8. Continue with other work or log out. User B can continue to track this form using the FCMP Tracking capability.

Note: This is an example; the basic steps of finding a form, filling it out, using the Inbox and Drafts, and routing and tracking are the same for all forms.

## ***Login to System***

The Forms Content Management Program can be accessed via AKO at (give website here).

**Show screen shot of website / AKO below**

**(screens will be updated as soon as possible) .**

**Figure 1 Login Screen**

# Using the Forms Content Manager

## Welcome Page

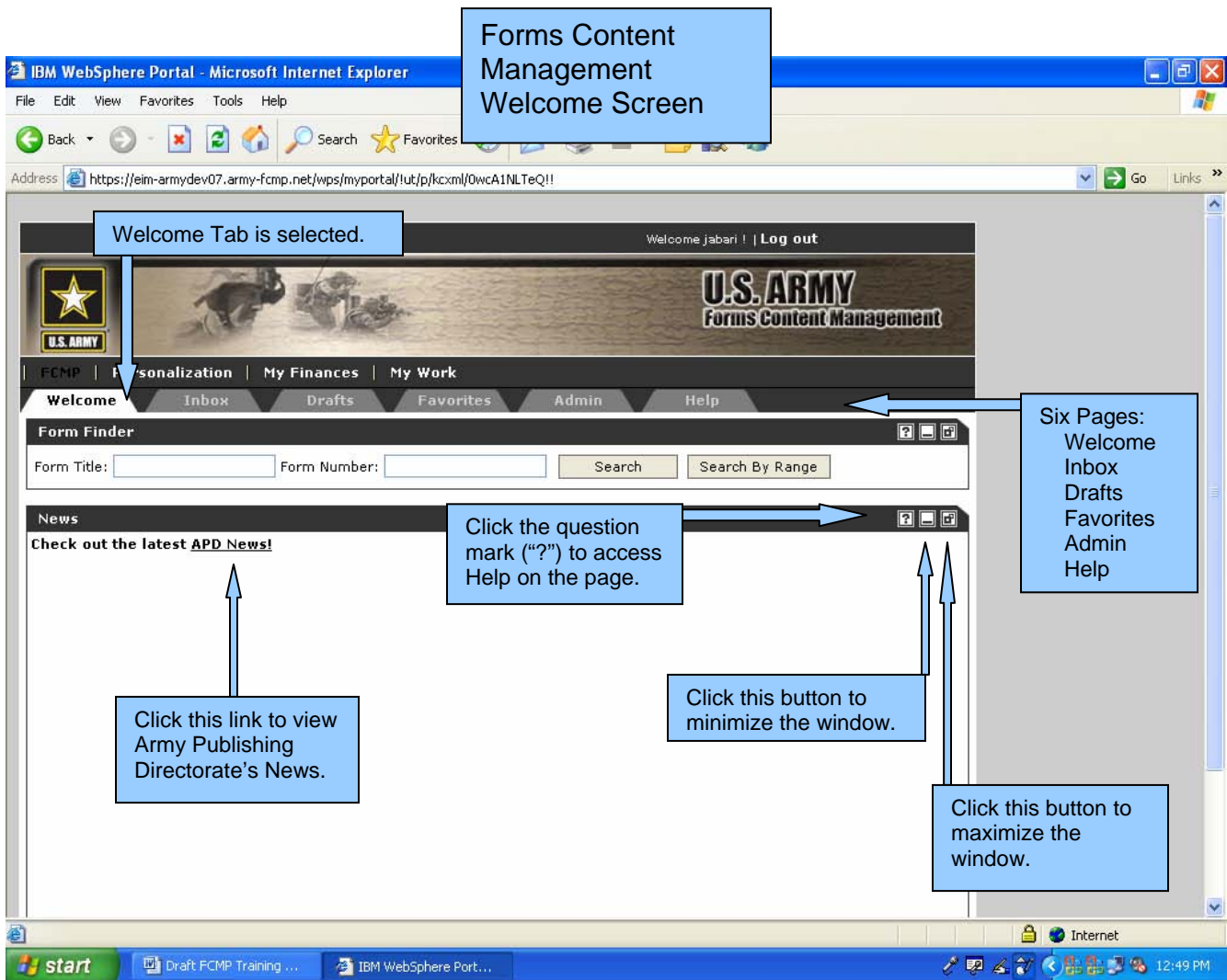


Figure 2 Welcome Screen

Please note that many users will not see the Admin tab because they have not been granted administrative privileges.

## Form Finder – Search by Form Title

Form Finder, allows the user to search the Army's Forms Content Manager Repository using the Form Title, Form Number, or Search by Range.

Note: Form Finder is located on the Inbox, Drafts, and Favorites windows.

Welcome Sylvia! | Log out

**U.S. ARMY**  
Forms Content Management

FCM | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | Favorites | Admin | Help

**Form Finder**

Form Title:  Form Number:

**News**

Check out the latest [APD News!](#)

The letter "a" is entered to search for all forms that have the letter "a" in the Form Title.

Click "Search" after entering the Form Title or Form Number to locate a form.

Click "Search by Range" to search by form number range.

start | CBT | Draft FCMP CBT - Mic... | IBM WebSphere Port... | IBM WebSphere Port... | Internet | 4:02 PM

Figure 3 Welcome Screen – Using the Form Finder



The user clicks on the form title to open the form.

Form Search Results

Form Title	Form Number
<input type="checkbox"/> SERVICE SCHOOL ACADEMIC EVALUATION REPORT	DA 1059
<input type="checkbox"/> PERSONNEL QUALIFICATION RECORD- PART II	DA 2-1
<input type="checkbox"/> FLOOD PREDICTION - LOCAL, REGIONAL, CENTRAL	DA 5-130
<input type="checkbox"/> INDUSTRIAL STORAGE BATTERY SERVICE RECORD	DA 10-161
<input type="checkbox"/> REQUISITION FOR PUBLICATIONS AND BLANK FORMS	DA 17-1
<input type="checkbox"/> ELECTION TO FORMAL PHYSICAL EVALUATION BOARD PROCEEDINGS	DA 199-1
<input type="checkbox"/> ARMY IDEAS FOR EXCELLENCE PROGRAM	DA 1045
<input type="checkbox"/> CIVILIAN INSTITUTION ACADEMIC EVALUATION REPORT	DA 1059-1
<input type="checkbox"/> APPLICATION FOR ARMY EMERGENCY RELIEF	DA 1103
<input type="checkbox"/> RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE	DA 1106
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1
<input type="checkbox"/> STATEMENT OF PRISONERS PERSONAL DEPOSIT FUND AND REQUEST FOR WITHDRAWAL OF PERSONAL FUNDS	DA 1130
<input type="checkbox"/> RECORD OF PRISONERS PERSONAL DEPOSIT FUND	DA 1129
<input type="checkbox"/> PRISONER'S PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND	DA 1132
<input type="checkbox"/> PERSONAL PROPERTY TRANSMITTAL SLIP - PERSONAL DEPOSIT FUND	DA 1133
<input type="checkbox"/> REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY	DA 1134

Form Finder displays a list of forms that meet the search criteria. The letter "a" was entered and the search engine displays any form that has the letter "a" in the Form Title.

The forms displayed through this portal are those which are currently authorized for use and which have been converted by Army Publishing Directorate into a format compatible with this application. If a form is updated it will be available in this format. If you cannot find a form either your search criteria is limiting your results – or the form has not yet been converted over. Most DA Forms have been converted. Some DD forms have been converted. The next phase of the program calls for converting local and State forms.

As form owners update forms these new versions will replace what is currently available here.

Figure 4 Search Results for Search by Form Title

https://eim-armydev07.army-fcmp.net/wps/PA\_1\_0\_LT/DownloadFormServlet?field.formtype=DA%201059& - Microsoft Internet Explorer

File Edit View Go To Favorites Help

Address https://eim-armydev07.army-fcmp.net/wps/PA\_1\_0\_LT/DownloadFormServlet?field.formtype=DA%201059&field.userid=sylvia.cohen&cmStatus=blank&saveURI= Go Links

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL

**SERVICE SCHOOL ACADEMIC EVALUATION REPORT**  
For use of this form, see AR 623-1; the proponent agency is MILPERCEN.

1. LAST NAME - FIRST NAME - MIDDLE INITIAL 2. SSN 3. GRADE 4. BR 5. SPECIALTY/MOSC

6. COURSE TITLE 7. NAME OF SCHOOL 8. COMP

REPORT (Year, month, day) Thru: 11. DURATION OF COURSE (Year, month, day) From: Thru:

PERIODS OF NONRATED PERIODS

STANDARDS (Limited to 20% of class enrollment)

b. ☐ ACHIEVED COURSE STANDARDS

\*c. ☐ MARGINALLY ACHIEVED COURSE STANDARDS

\*d. ☐ FAILED TO ACHIEVE COURSE STANDARDS

14. DEMONSTRATED ABILITIES

a. **WRITTEN COMMUNICATION**  
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

b. **ORAL COMMUNICATION**  
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

c. **LEADERSHIP SKILLS**  
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

d. **CONTRIBUTION TO GROUP WORK**  
☐ NOT EVALUATED ☐ UNSAT ☐ SAT ☐ SUPERIOR

e. **EVALUATION OF STUDENT'S RESEARCH ABILITY**

Administrative Note:  
This version of the AER (DA Form 1059) is shown only for demonstration purposes. It is due to be updated with a new version shortly – with NCOER and OER forms.

Unknown Zone

start CBT Draft FCMP ... IBM WebSph... IBM WebSph... https://eim... https://eim... 4:04 PM

Figure 5 Form Displayed (DA Form 1059)

The Service School Academic Evaluation Report, DA 1059 was selected from the search results. A user can display any form located in the Forms Content Manager repository.

## Form Finder – Search by Form Number

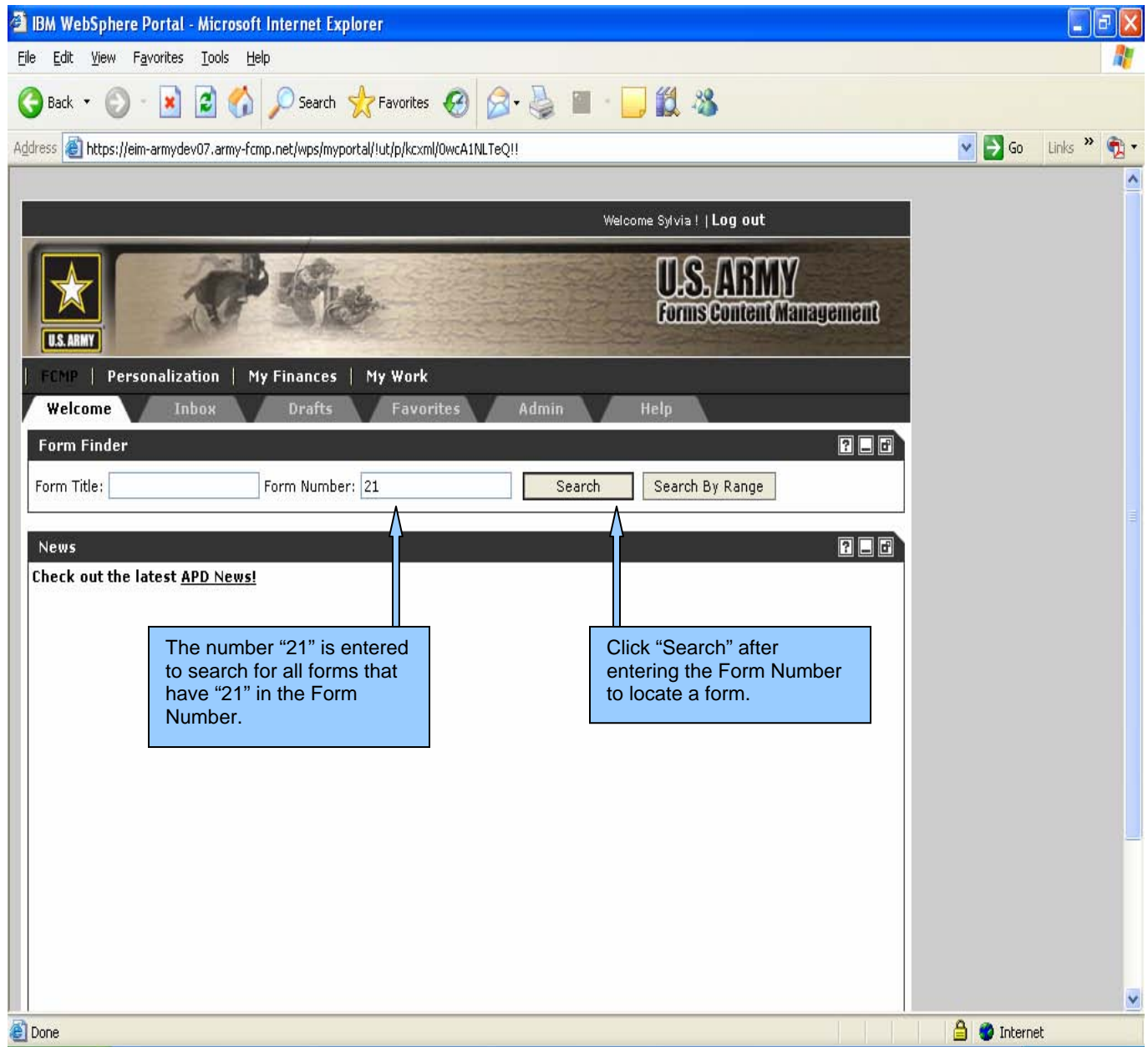


Figure 6 Search by Form Number

https://eim-armydev07.army-fcmp.net/wps/PA\_1\_0\_1\_T/SessionCheckS...

## Form Search Results

Form Title	Form Number
<input type="checkbox"/> SPECIAL PROVISIONS C	DA 2103
<input type="checkbox"/> SPECIAL PROVISIONS E	DA 2105
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8

Form Finder displays a list of forms that meet the search criteria. The number "21" was entered and the search engine displays any form that has the number "21" in the Form Number.

Done Internet

Figure 7 Search Result for Search by Form Number

This is the result of selecting 2166-8 from the search results shown on the previous page.

https://208.3.193.204/wps/PA\_1\_0\_V9/DownloadFormServlet?field.formtype=DA%202166-8&field.userid=sylvia.cohen&cmStatus=blank&saveURI=

File Edit View Go To Favorites Help

Back Forward Stop Home Search Favorites Media Print Mail

Address https://208.3.193.204/wps/PA\_1\_0\_V9/DownloadFormServlet?field.formtype=DA%202166-8&field.userid=sylvia.cohen&cmStatus=blank&saveURI=

U.S. ARMY Forms Content Management

SAVE SAVE AS PRINT EMAIL NEXT >>

+ NCO EVALUATION REPORT				SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX C. +	
For use of this form, see AR 623-205; the proponent agency is ODCSPER					
PART I - ADMINISTRATIVE DATA					
a. NAME (Last, First, Middle Initial)		b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND				g. REASON FOR SUBMISSION	
h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. PSC Initials
FROM THRU					
YYYY MM YYYY MM					
PART II					
a. NAME OF RATER (Last, First, Middle Initial)		SSN		DATE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT					
b. NAME OF SENIOR RATER (Last, First, Middle Initial)		SSN		SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT				DATE	
c. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.				SIGNATURE	
				DATE	
d. NAME OF REVIEWER (Last, First, Middle Initial)		SSN		SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT				DATE	
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)					
PART III - DUTY DESCRIPTION (Rater)					

Administrative Note: This version of the NCOER (DA Form 2166-8) is shown for demonstration purposes only. It is due to be updated with a new version shortly – with OER and AER forms.

Unknown Zone

Figure 8 Form Displayed, DA Form 2166-8

The NCO Evaluation Report Form, DA 21-66-8 was selected from the search results. A user can search for and display any form located in the Forms Content Manager repository.

## Form Finder – Search by Range

This page is shown when the user clicks "Search by Form Range" on the Form Finder page. Searching by Form Range allows the user to search by form types (DA, DD, SF, etc.) in a predefined range.

Please select the type of form you would like to search for? **DD Form**

DD E - Forms By Range
DD 0000 - 1000
<a href="#">DD 1001 - 2000</a>
DD 2001 - 3000
DD 3001 - 4000
DD 4001 - 5000
DD 5001 - 6000

The user clicks here to search form range 1001-2000.

https://208.3.193.204/wps/PA\_1\_0\_V9/SessionCheckServlet?action=vie

Form Range Result

Please select the type of form you would like to search for? **DD Form**

DD E - Forms By Range
DD 0000 - 1000
<a href="#">DD 1001 - 2000</a>
DD 2001 - 3000
DD 3001 - 4000
DD 4001 - 5000
DD 5001 - 6000

Draft FCMP User Guide3... IBM WebSphere Portal - ... Draft FCMP User Guide D...

Figure 9 Search by Form Range

The screenshot shows a web browser window with the URL `https://208.3.193.204/wps/PA_1_0_V9/SessionCheckServlet?action=searchRange...`. The page title is "Form Range Results". Below the title is a table with two columns: "Form Title" and "Form Number". The table contains one row of data.

Form Title	Form Number
INVENTORY REPORT OF PRINCIPAL OR SECONDARY ITEMS	DD 1138-1

A callout box with a blue border and a blue arrow pointing to the table contains the text: "This is the result of searching by Form Range 2001-3000."

The browser's taskbar at the bottom shows three open windows: "Draft FCMP User Guide3...", "IBM WebSphere Portal - ...", and "Draft FCMP User Guide D..."

**Figure 10 Search Results for Search by Form Range**



https://208.3.193.204/wps/PA\_1\_0\_V9/DownloadFormServlet?field.formtype=DD%201138-1&field.userid= - Microsoft Internet Explorer

File Edit View Go To Favorites Help

Address https://208.3.193.204/wps/PA\_1\_0\_V9/DownloadFormServlet?field.formtype=DD%201138-1&field.userid=igjarrett&cmStatus=blank&saveURI=

**U.S. ARMY** Forms Content Management

SAVE SAVE AS PRINT EMAIL

<b>INVENTORY REPORT OF PRINCIPAL OR SECONDARY ITEMS</b> (Amounts in Thousands of Dollars)		<b>REPORT CONTROL SYMBOL</b> DD-A&T(A)1000	
<b>1. HEADER DATA</b>		AS OF SEP 30 <input type="text"/>	
<b>LINE</b> a.	<b>CARD COLUMN</b> b.	<b>DESCRIPTION</b> c.	
(1) ROUTING IDENTIFIER CODE	1	<input type="text"/> <input type="text"/> <input type="text"/>	
(2) DOD CATEGORY OF MATERIEL CODE	4		
(3) AGENCY CATEGORY OF MATERIEL CODE (or Budget Project Number)	6		
(4) APPROPRIATION TITLE CODE	8		
(5) PRINCIPAL OR SECONDARY ITEMS (P or S)	12		
(6) CONSUMABLE OR REPARABLE ITEMS (C or R)	13		
<b>2. ASSETS</b>		<b>VALUE (Note 1)</b> a.	
		RETAIL	WHOLESALE

Unknown Zone

Figure 11 Form Displayed, DD Form 1138-1



## FCMP Help

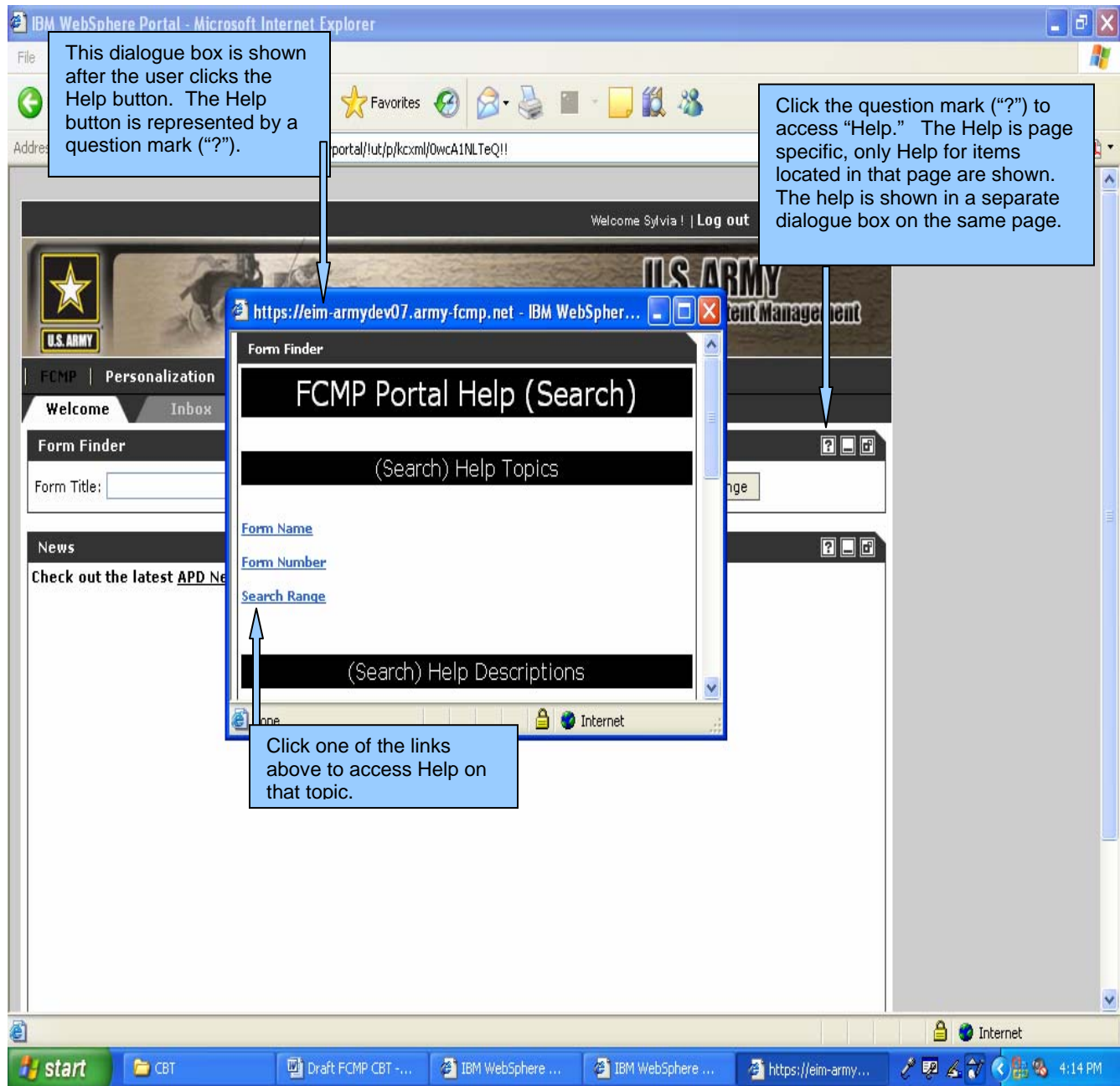


Figure 12 FCMP Help

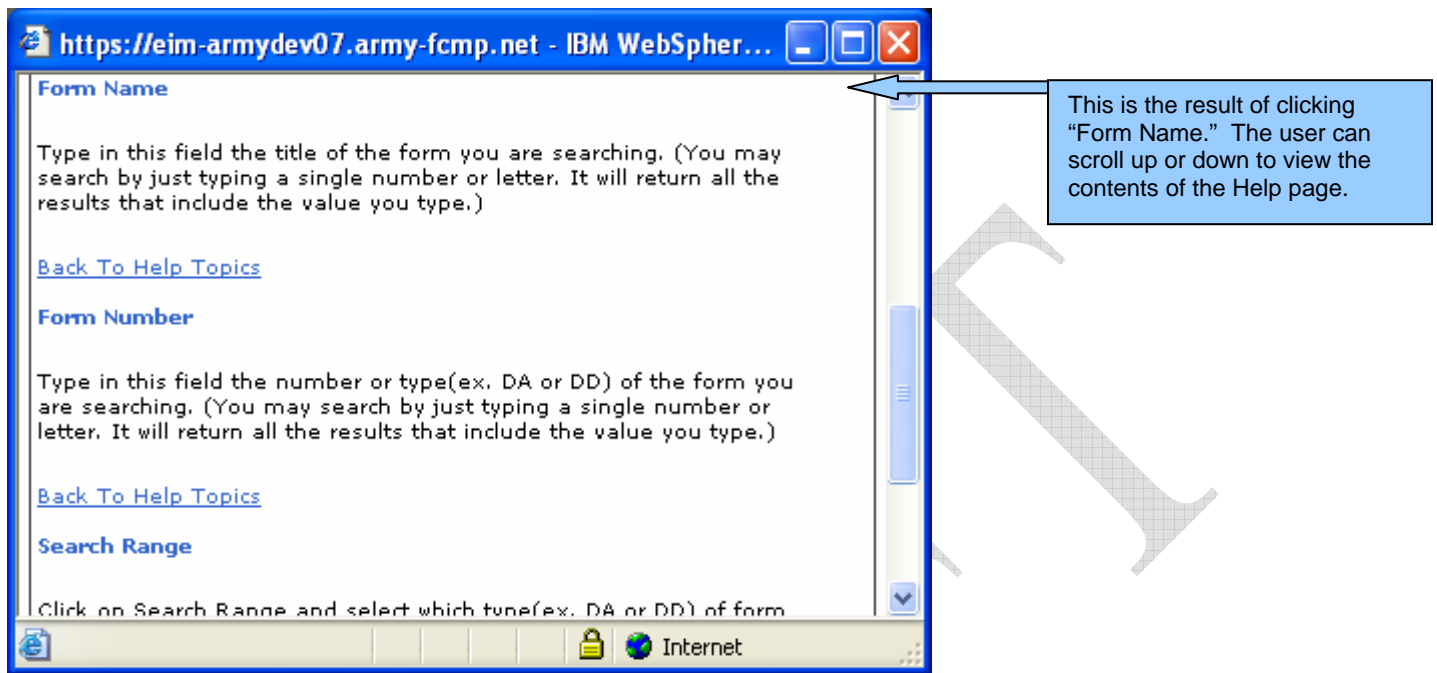
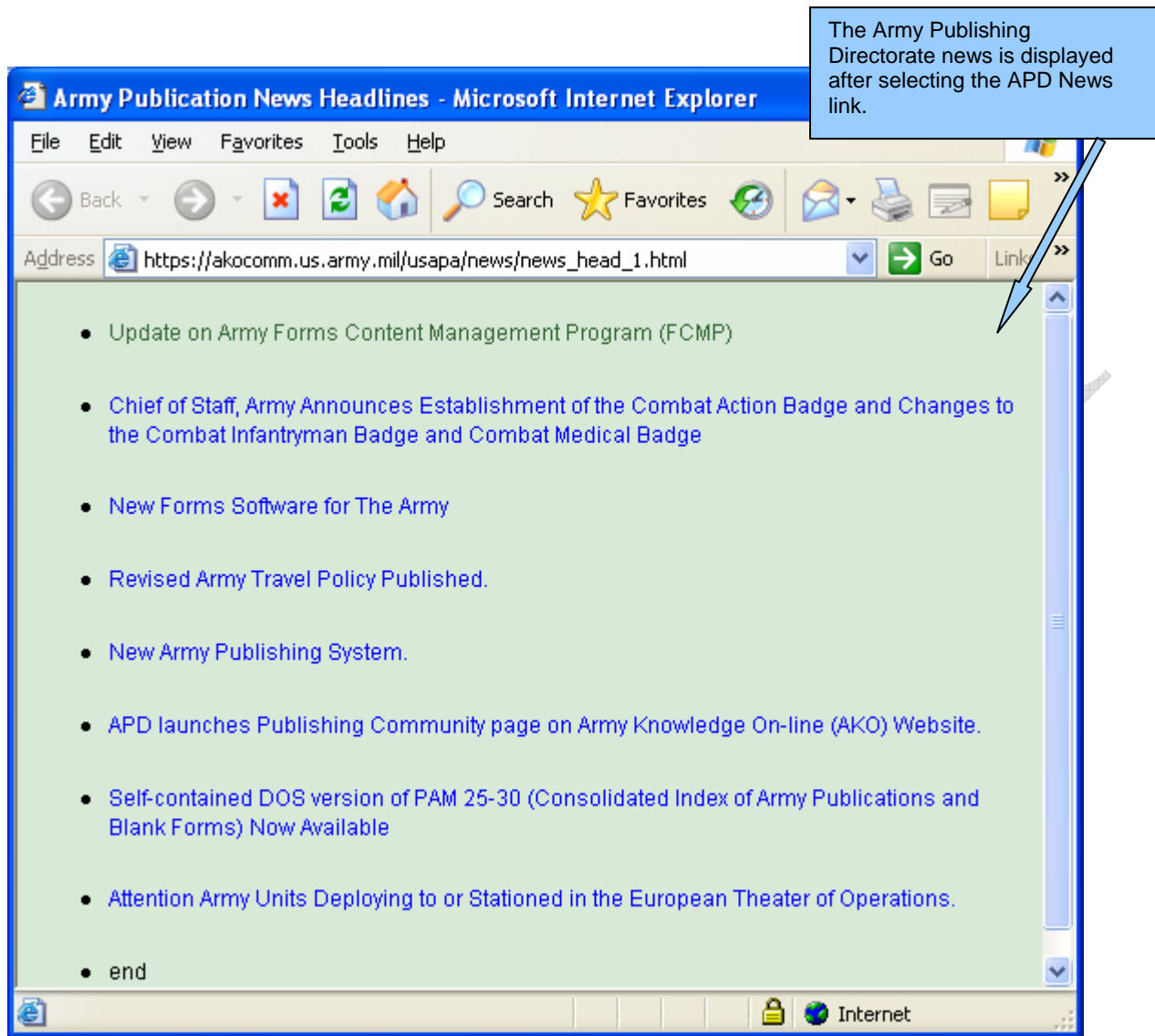


Figure 13 FCMP Help Result

## Army Publishing Directorate's News



Figure 14 APD's News



**Figure 15 APD's News is Displayed**

## Inbox Tab



Figure 16 Inbox Tab

## Inbox Page - Overview

This screen appears after the user clicks the Inbox tab.

There are seven forms and zero folders located in the Inbox.

The user can sort by Form Name, Form Type, Create Date, Action Date or Suspend Date by selecting the title.

Form Type is the form number.

Action Date is the date the form was opened.

Suspend Date is the date the form creator or originator assigned to the form.

Form Name is the name of the form.

Click this arrow to display form(s) and/or folder(s) names. After clicking the arrow the user can view the list of forms located in the Inbox.

Note: Tree View.....The arrow points down after it is clicked and displays all forms.

Create Date is the date the form was created.

Admin Note: This showed be "Suspense" and not "Suspend" and will be corrected as soon as possible.

Complete.

Figure 17 Inbox Page Overview



IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04\_5j9SPykssy0xPLMnMz0vM0Y\_QjzKLN4i3dAXJgFku-pGoIsam6CKOcAFvFv-P\_NxU\_QD9gtzQ0Ih

Welcome jabari ! | Log out

**U.S. ARMY**  
Forms Content Management

Work Favorites Admin Help

**Form Finder**

Form Title:

**Inbox**

Inbox -- 7 Form(s), 0 Folder(s)

**Forms Box [7 Form(s)]**

Form Name	Form Type	Create Date	Action Date	Suspend Date
<input type="checkbox"/> STATUS OF DA FORM 1315	DA 1315-1	Sep 09, 2005		
<input type="checkbox"/> NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005		
<input type="checkbox"/> Routing Date SERVICE SCHOOL ACAD	DA 1059	Sep 23, 2005		
<input type="checkbox"/> Routing Test of RECOMMENDATION TO DECLARE		Sep 23, 2005 11:27:06	Sep 23, 2005 11:28:13	<b>Sep 23, 2005 11:30:00</b>
<input type="checkbox"/> Copy of ARMY TOR'S FLIGHT EMERGENCY RELIEF LOAN	08-12	Sep 21, 2005 09:11:36	Sep 27, 2005 10:26:09	No suspense date set
<input type="checkbox"/> Copy of REQUEST FOR UNCOLLECTIBLE		Sep 21, 2005	Sep 27, 2005	No suspense
<input checked="" type="checkbox"/> <b>Copy of RECOMMENDATION TO DECLARE</b>				

**Actions List**

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename
- Copy
- Complete

**Form Name** Click the Form Name to open the form. The form name appears in bold print until the form is opened.

**Form Name** Placing the cursor over the Form Name allows the user to view Form Names that are more than two lines long.

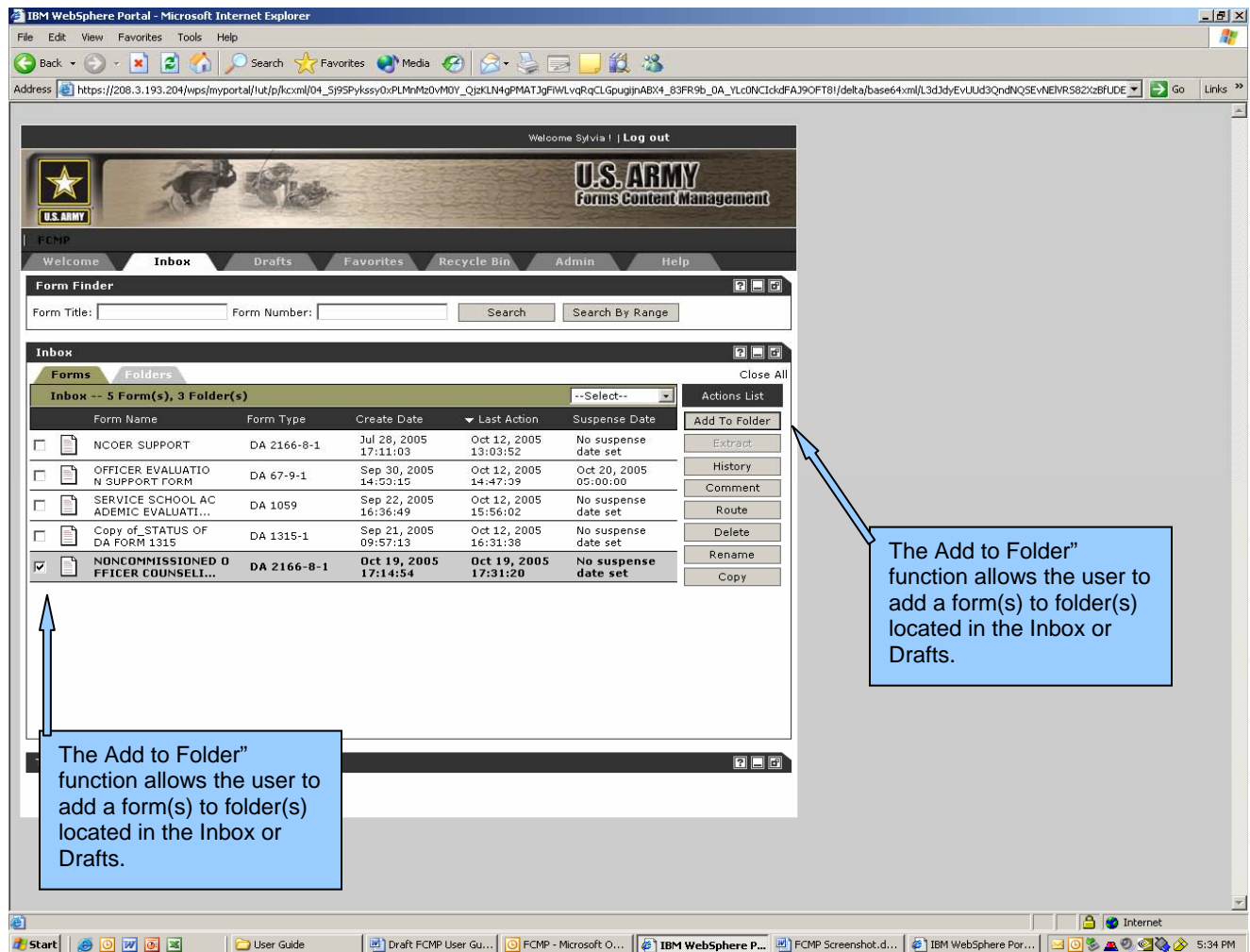
**Form Name** Select the form or folder by clicking the box. A check mark will appear in the box when the form or folder is selected. Selecting the form or folder allows the user to perform a specific action on the selected form or folder. The actions are listed in the Action List located along the right margin of the page.

**Actions List** The Action List is a list of actions the user can perform on a selected form or folder. The actions operate the same on all pages, i.e. Drafts, Favorites and Admin pages.

**Actions List** The actions on the Actions List can be performed on a selected form or folder when the action appears in bold print.

Figure 18.1 Inbox Page Overview Continued

## Inbox - Add to Folder Function



IBM WebSphere Portal - Microsoft Internet Explorer

Address: https://208.3.193.204/wps/myportal/ut/p/kcxml/04\_5j95Pykssy0xPLMnMz0vMOY\_QjckLN4gPMATJ3gFWLvgRqCLGpuginABX4\_83FR9b\_0A\_YLc0NCicdxFA39OFT81/delta/base64xml/L3d3dyEvUud3QndNQ5EvNEVR582xzBFUDE

Welcome Sylvia! | Log out

U.S. ARMY  
Forms Content Management

FCMP

Welcome | **Inbox** | Drafts | Favorites | Recycle Bin | Admin | Help

Form Finder

Form Title: Form Number: Search Search By Range

**Inbox**

Forms Folders

Inbox -- 5 Form(s), 3 Folder(s) --Select--

Form Name	Form Type	Create Date	Last Action	Suspense Date
NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:03	Oct 12, 2005 13:03:52	No suspense date set
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	Sep 30, 2005 14:50:15	Oct 12, 2005 14:47:39	Oct 20, 2005 05:00:00
SERVICE SCHOOL ACADEMIC EVALUATION...	DA 1059	Sep 22, 2005 16:36:49	Oct 12, 2005 15:56:02	No suspense date set
Copy of STATUS OF DA FORM 1315	DA 1315-1	Sep 21, 2005 09:57:13	Oct 12, 2005 16:31:38	No suspense date set
NONCOMMISSIONED OFFICER COUNSELING...	DA 2166-8-1	Oct 19, 2005 17:14:54	Oct 19, 2005 17:31:20	No suspense date set

Actions List

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename
- Copy

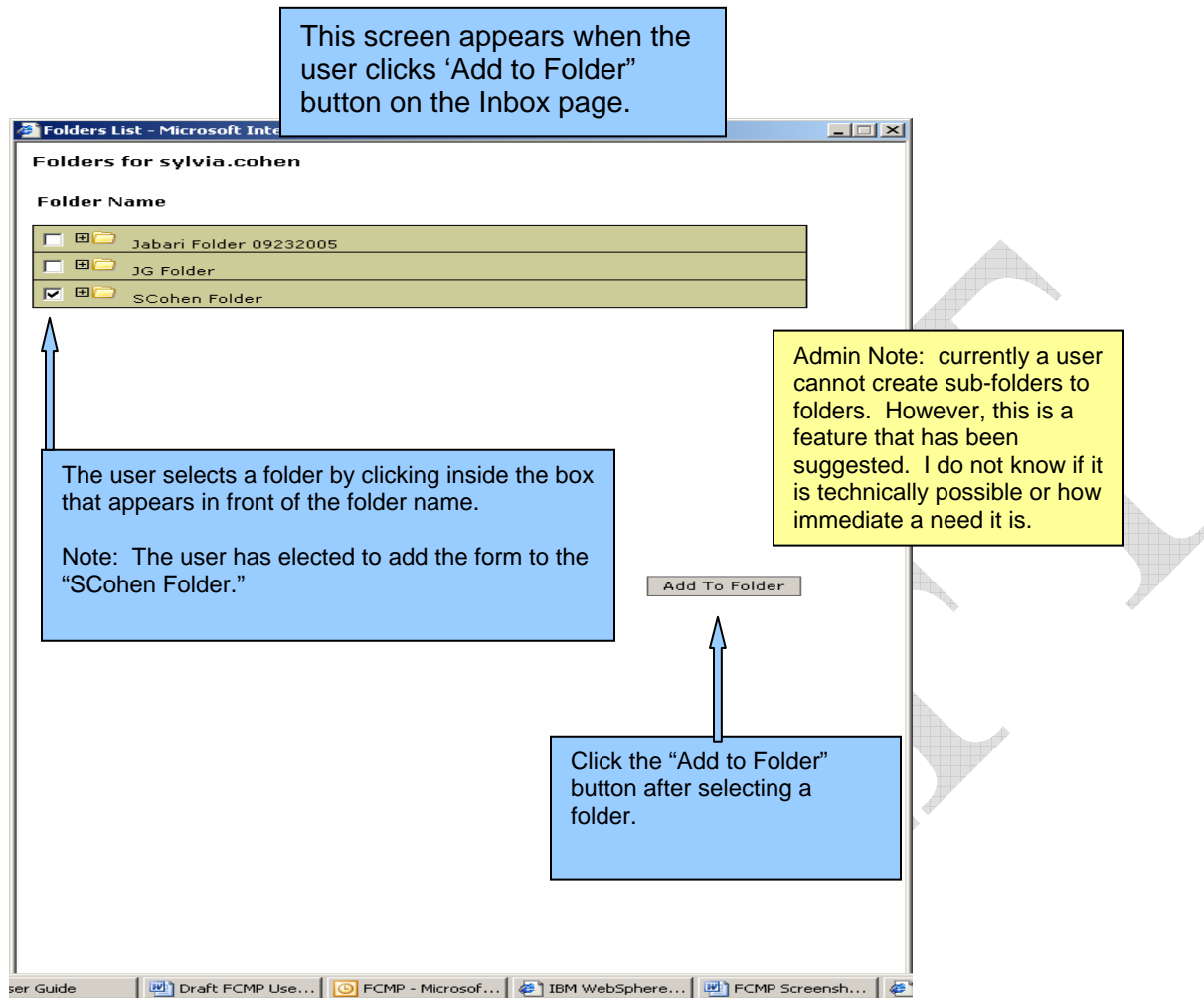
The Add to Folder" function allows the user to add a form(s) to folder(s) located in the Inbox or Drafts.

The Add to Folder" function allows the user to add a form(s) to folder(s) located in the Inbox or Drafts.

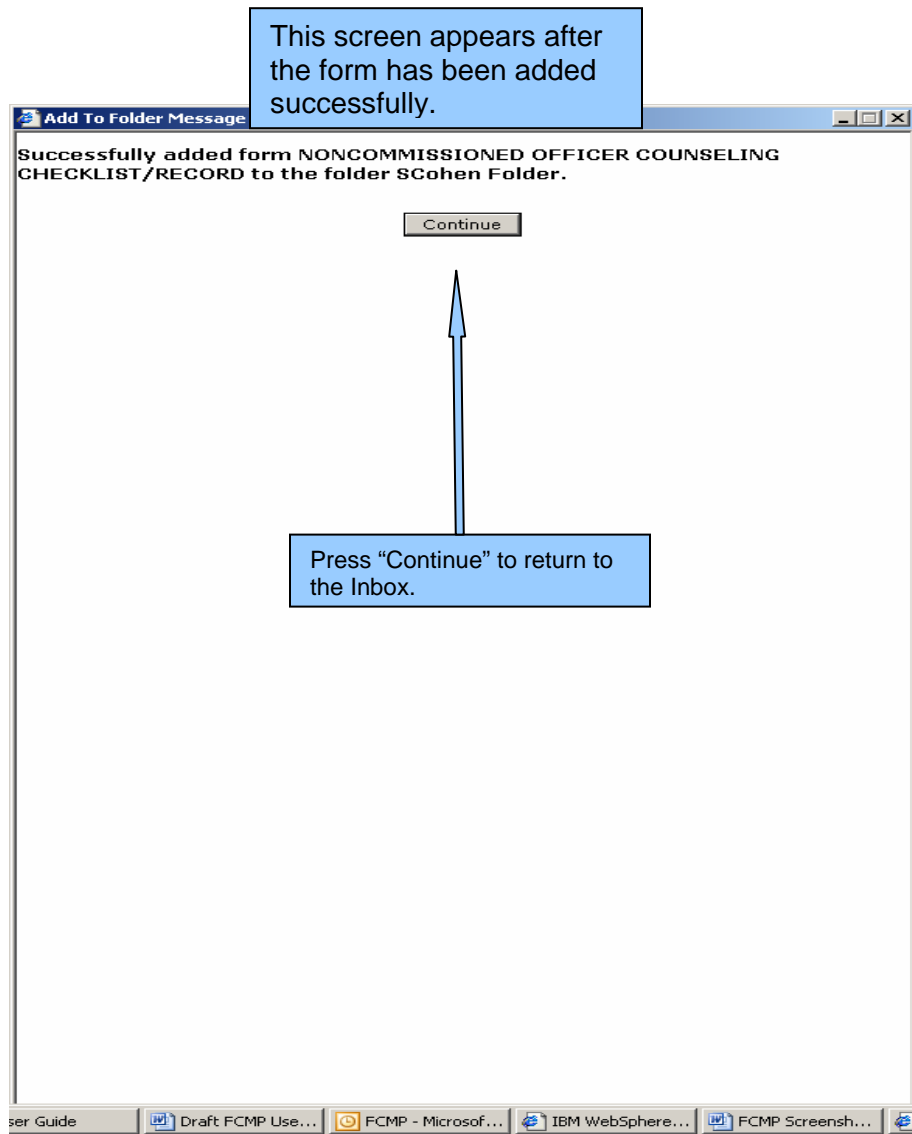
Start | User Guide | Draft FCMP User Gu... | FCMP - Microsoft O... | IBM WebSphere P... | FCMP Screenshot.d... | IBM WebSphere Por... | 5:34 PM

Figure 18 Add to Folder Function





**Figure 19 Folder Selected**



**Figure 20 Confirmation of Form Successfully Added to Folder**

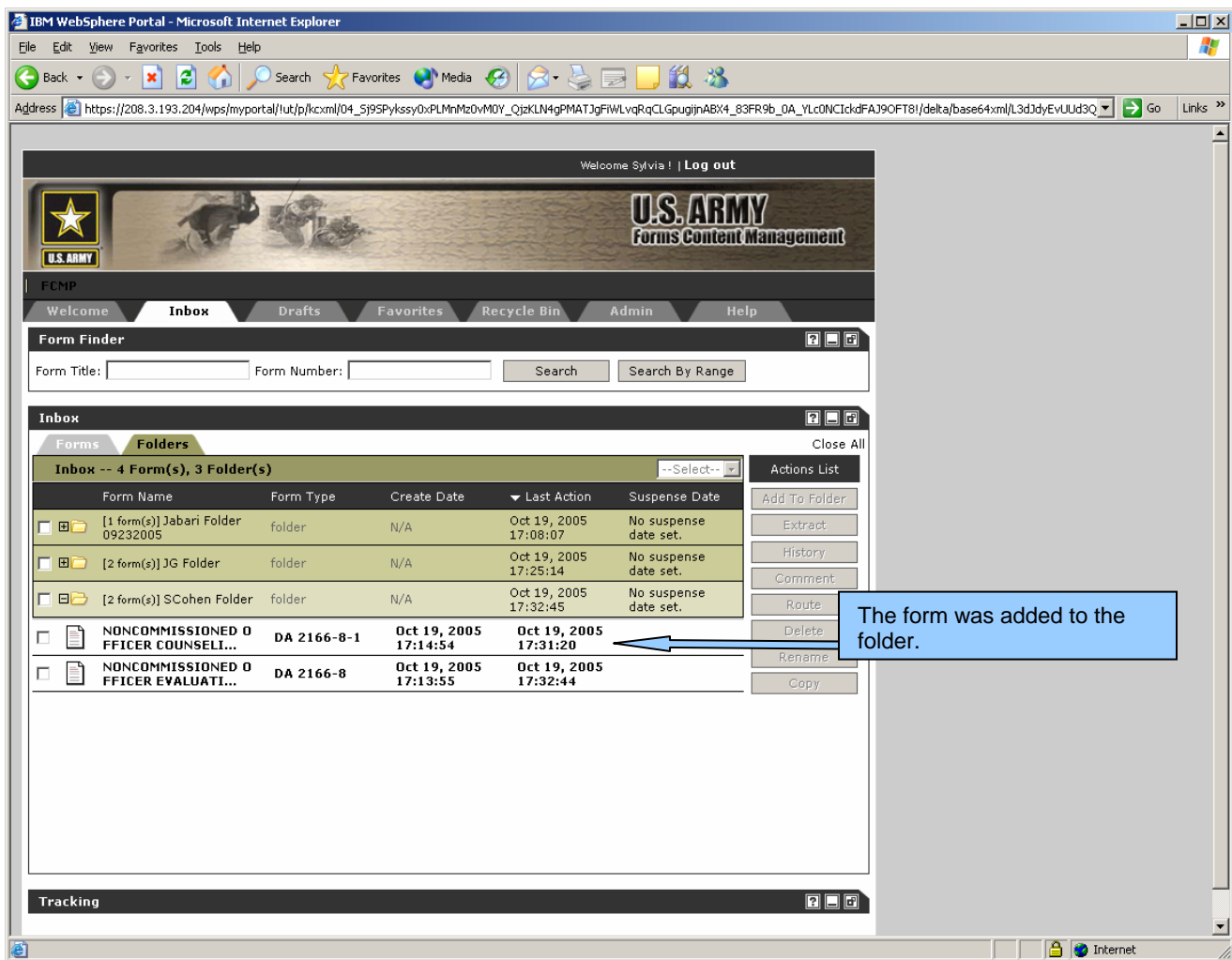


Figure 21 NCO Support Form Added to Folder

## Inbox - Extract Function

Welcome Sylvia ! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Admin Help

**Form Finder**

Form Title: Form Number: Search Search By Range

**Inbox**

Forms Folders

Inbox -- 3 Form(s), 3 Folder(s) --Select--

	Form Name	Form Type	Create Date	Last Action	Suspense Date
<input type="checkbox"/>	[1 form(s)] Jabari Folder 09232005	folder	N/A	Oct 19, 2005 17:08:07	No suspense date set.
<input type="checkbox"/>	[2 form(s)] JG Folder	folder	N/A	Oct 19, 2005 17:25:14	No suspense date set.
<input type="checkbox"/>	[3 form(s)] SCohen Folder	folder	N/A	Oct 19, 2005 17:32:45	No suspense date set.
<input checked="" type="checkbox"/>	SERVICE SCHOOL AC ADEMIC EVALUATI...	DA 1059	Sep 22, 2005 16:36:49	Oct 12, 2005 15:56:02	
<input type="checkbox"/>	NONCOMMISSIONED O FFICER COUNSELI...	DA 2166-8-1	Oct 19, 2005 17:14:54	Oct 19, 2005 17:31:20	
<input type="checkbox"/>	NONCOMMISSIONED O FFICER EVALUATI...	DA 2166-8	Oct 19, 2005 17:13:55	Oct 19, 2005 17:32:44	

Actions List

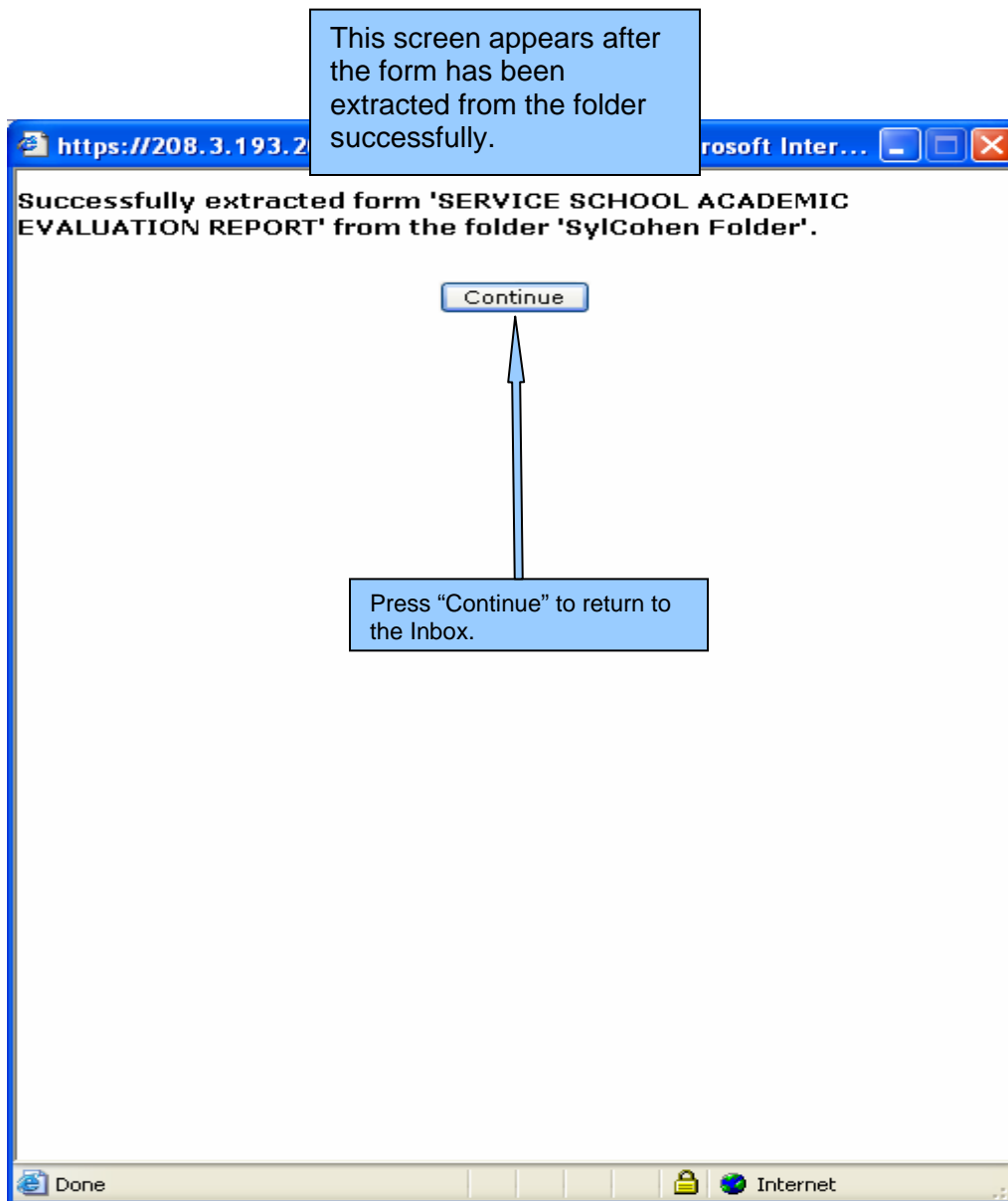
- Add To Folder
- Extract**
- History
- Comment
- Route
- Delete
- Rename
- Copy

The extract function allows the user to extract a form(s) from a folder.

Tracking

Forms Folders

Figure 22 Extract Function



**Figure 23 Confirmation of Form Successfully Extracted from Folder**

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\\_Sj9SPykssy0xPLMnMz0vM0Y\\_QjzKLN4gPMALJgFiWLvqRqCLGpuginABX4\\_83FSgckQ5kG9kYaoflZOanphcqR-s760foF-Qj](https://208.3.193.204/wps/myportal/!ut/p/kcxml/04_Sj9SPykssy0xPLMnMz0vM0Y_QjzKLN4gPMALJgFiWLvqRqCLGpuginABX4_83FSgckQ5kG9kYaoflZOanphcqR-s760foF-Qj) Go Links

Welcome Sylvia! | Log out

**U.S. ARMY**  
Forms Content Management

FCMP

Welcome **Inbox** Drafts Favorites Recycle Bin Admin Help

**Form Finder**

Form Title:  Form Number:  Search Search By Range

**Inbox**

Forms Folders Close All

**Inbox -- 6 Form(s), 5 Folder(s)** --Select--

Form Name	Form Type	Create Date	Last Action	Suspense Date
[1 form(s)] Jabari Folder 09232005	folder	N/A	Oct 19, 2005 17:08:07	No suspense date set.
[2 form(s)] JG Folder	folder	N/A	Oct 19, 2005 17:25:14	No suspense date set.
[4 form(s)] SCohen Folder	folder	N/A	Oct 19, 2005 17:32:45	No suspense date set.
[0 form(s)] SCohen2 Folder	folder	N/A		
[2 form(s)] SylCohen Folder	folder	N/A		
NONCOMMISSIONED OFFICER COUNSEL...	DA 2166-8-1	Oct 20, 2005 09:08:15	Oct 20, 2005 09:32:31	
NONCOMMISSIONED OFFICER EVALUATI...	DA 2166-8	Oct 20, 2005 09:06:36	Oct 20, 2005 09:32:32	

The form was extracted from the folder.

Actions List

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename
- Copy

Done

start IBM WebSphere Port... IBM WebSphere Port... Draft FCMP User Guid... 9:40 AM

Figure 24 Form Extracted from Folder

## Inbox – Form History

This page appears when the user clicks 'History.' Selecting "History" on the Inbox page allows the user to view the history of the form or folder.

History for 'Copy of\_EIM RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE'

User ID	Action Performed	Action Date
jgarrett	Open	2005-09-27 16:40:48.391
apd.fcmp	Open	2005-09-27 16:41:22.672
jgarrett	originalRouting	2005-09-28 17:28:03.953
jgarrett	dynamicRouting	2005-09-28 17:28:04.484
jgarrett	staticRouting	2005-09-28 17:28:13.266
aburrell	originalRouting	2005-09-29 11:15:21.922

Continue

Click "Continue" to return to the previous page.

The History shows what user had the form or folder; the action taken on the form or folder; and when an action was taken on a form or folder.

Admin Note on Types of Actions:

- Original Routing – user sent actual document to next user.
- Dynamic Routing - user sent copy of document inside FCMP to a second individual. The document was entered into that individual's tracking section but that individual view but not work the form.
- Static Routing - user sent "snapshot in time" copy of document via email to individual outside of AKO. It must be viewed and worked off line but must be uploaded by that individual into FCMP to gain FCMP functionality again.

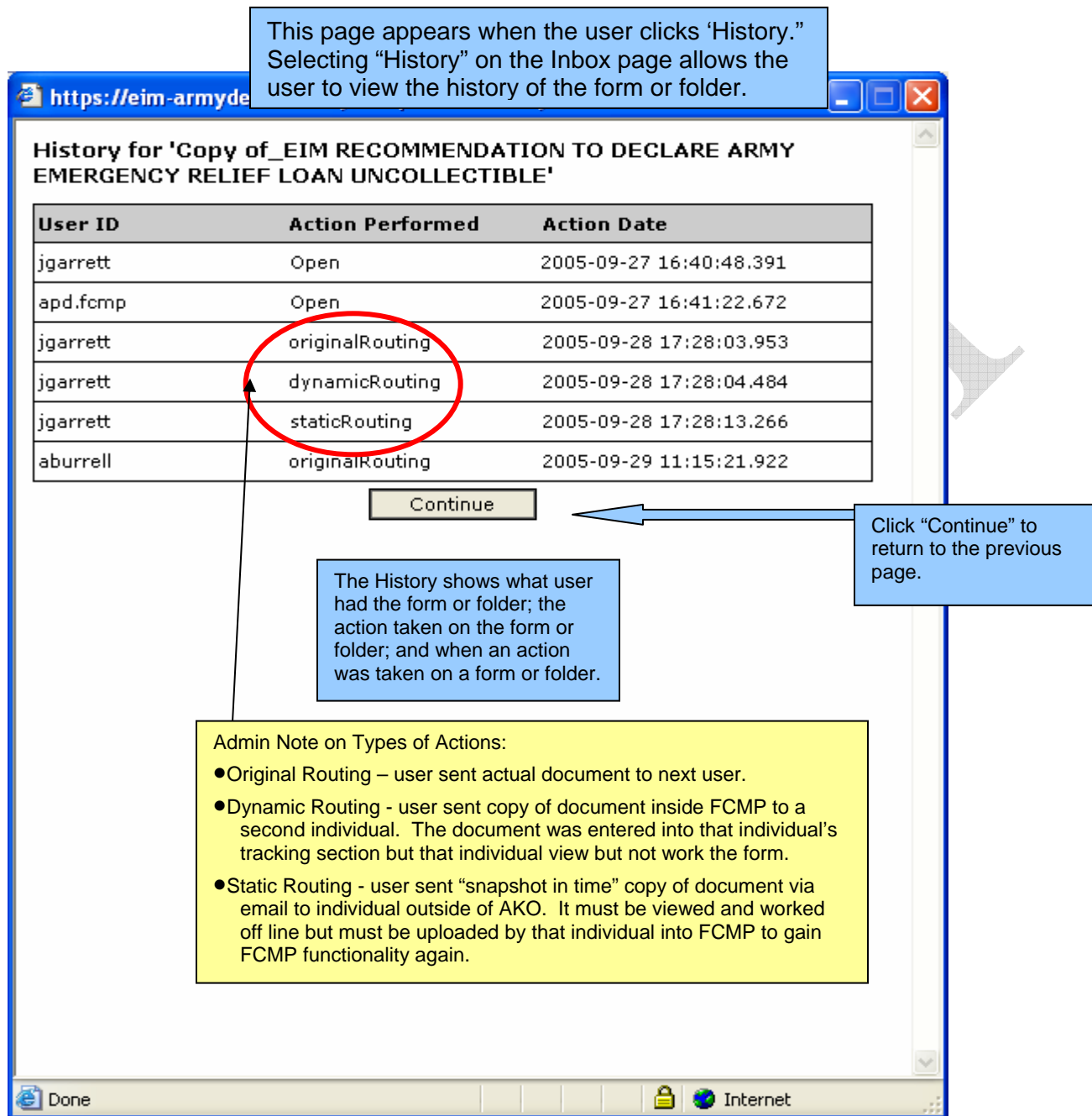


Figure 25 Form History

## Inbox - Form Comments

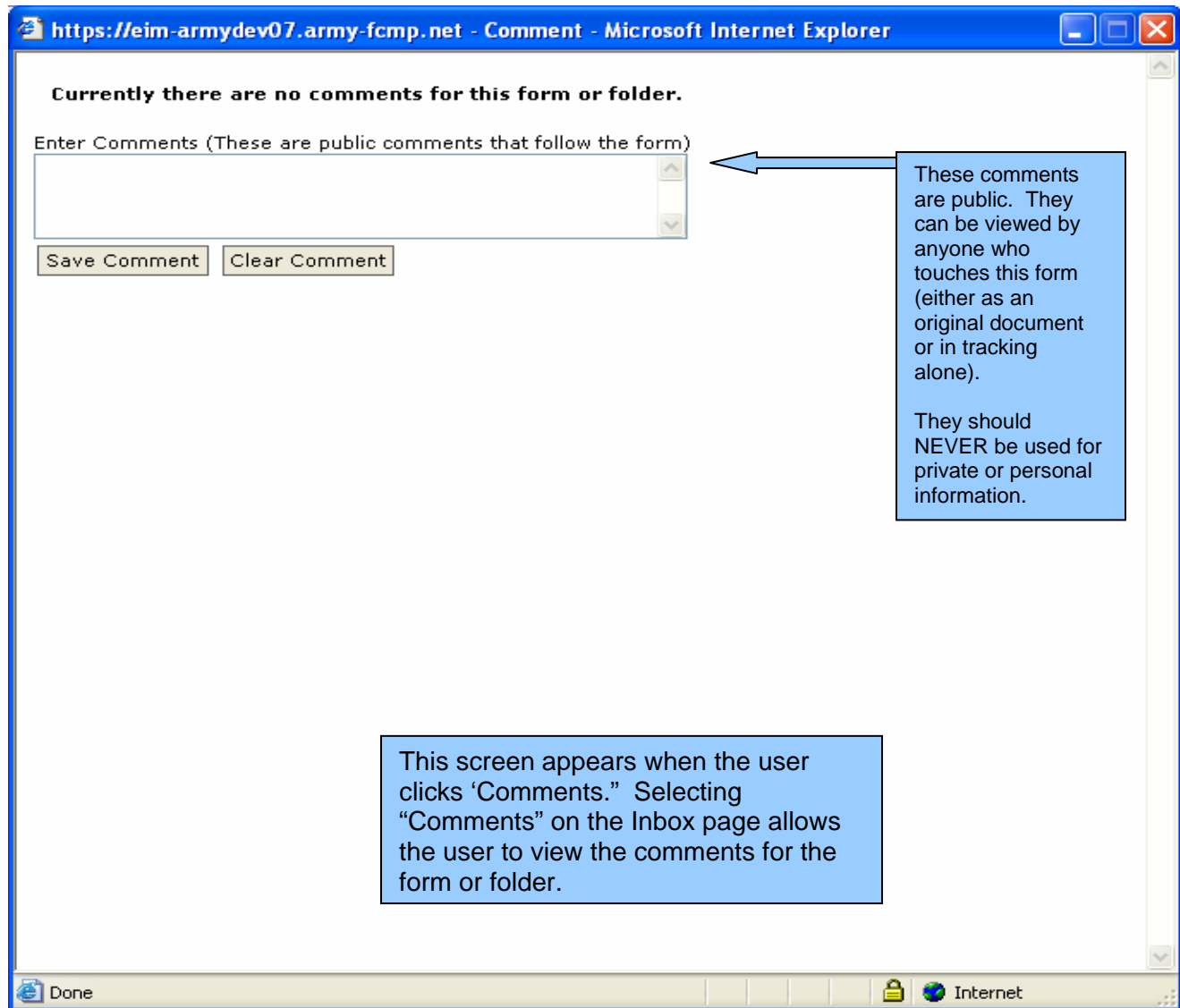


Figure 26 Form Comments



## Inbox – Route Function

This screen appears when the user clicks 'Route.' Clicking "Route" on the Inbox page allows the user to view the history of the form or folder.

**Original**

Original, allows the user to send the original form to an AKO email address. The user can only send one original to an addressee because a form can only have one owner. The original is tracked until the process is complete. The creator can reclaim the original until the addressee has opened it. The original remains in the repository.

**Info Copy**

The Info Copy is a read-only copy that allows the user to view changes as they are made to the form as long as the form remains in the repository. The user views the changes by clicking on the "Tracking" page.

**Email Copy**

The Email Copy is a read-only copy that is emailed to an AKO address. The email copy is not placed in tracking and the email recipient cannot view changes as they are

**Back**

The user clicks "Back" to return to the Inbox.

**Form Finder**

Form Title:  Form Number:  Search Search By Range

**Inbox**

Routing Slip for Copy of EIM R COMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE Form

No users selected yet. Please select only one user.

No users selected yet.

No users selected yet.

Route Remove Person

Back

Figure 27 Routing Slip

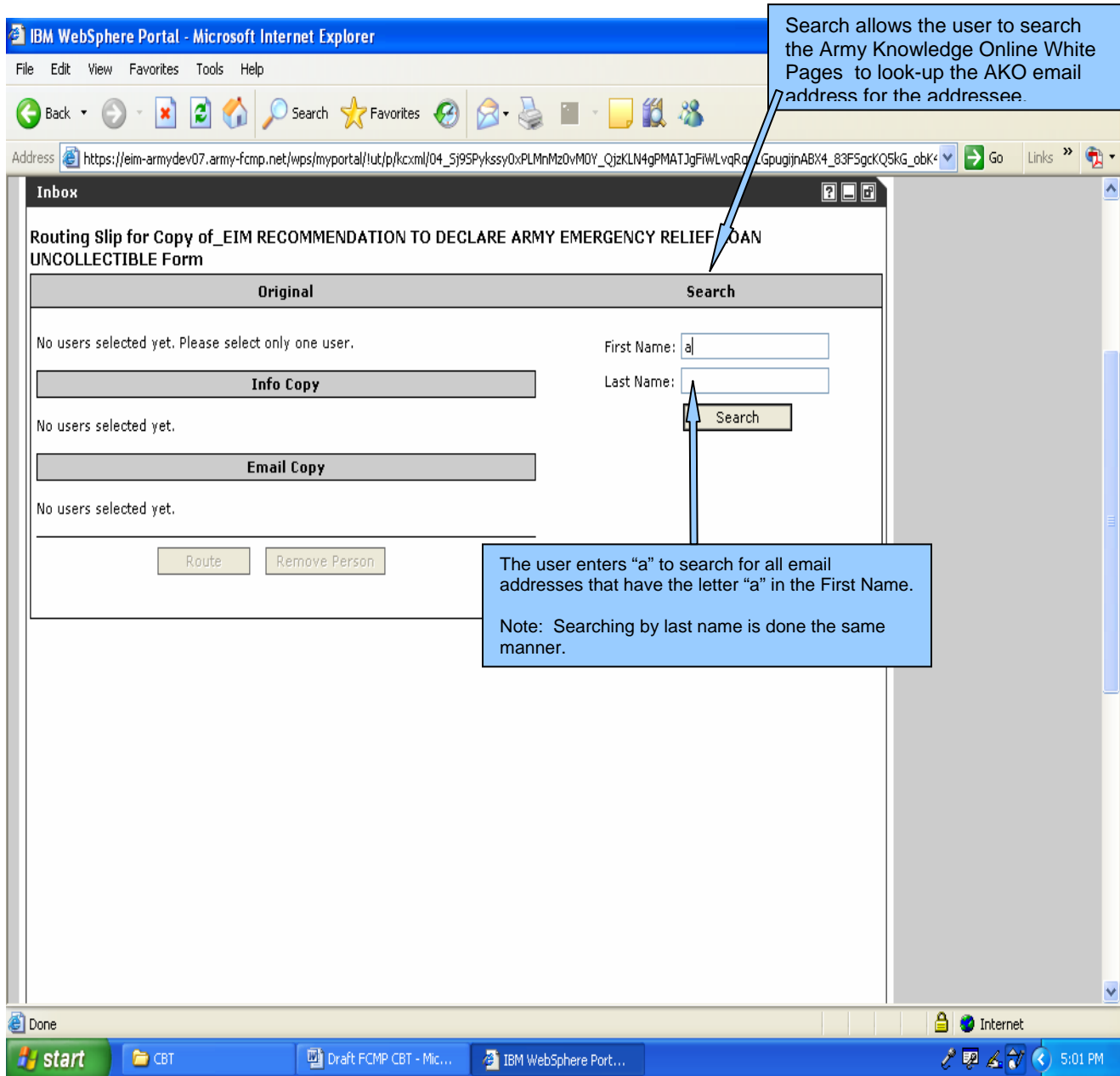


Figure 28 Search by Firstname

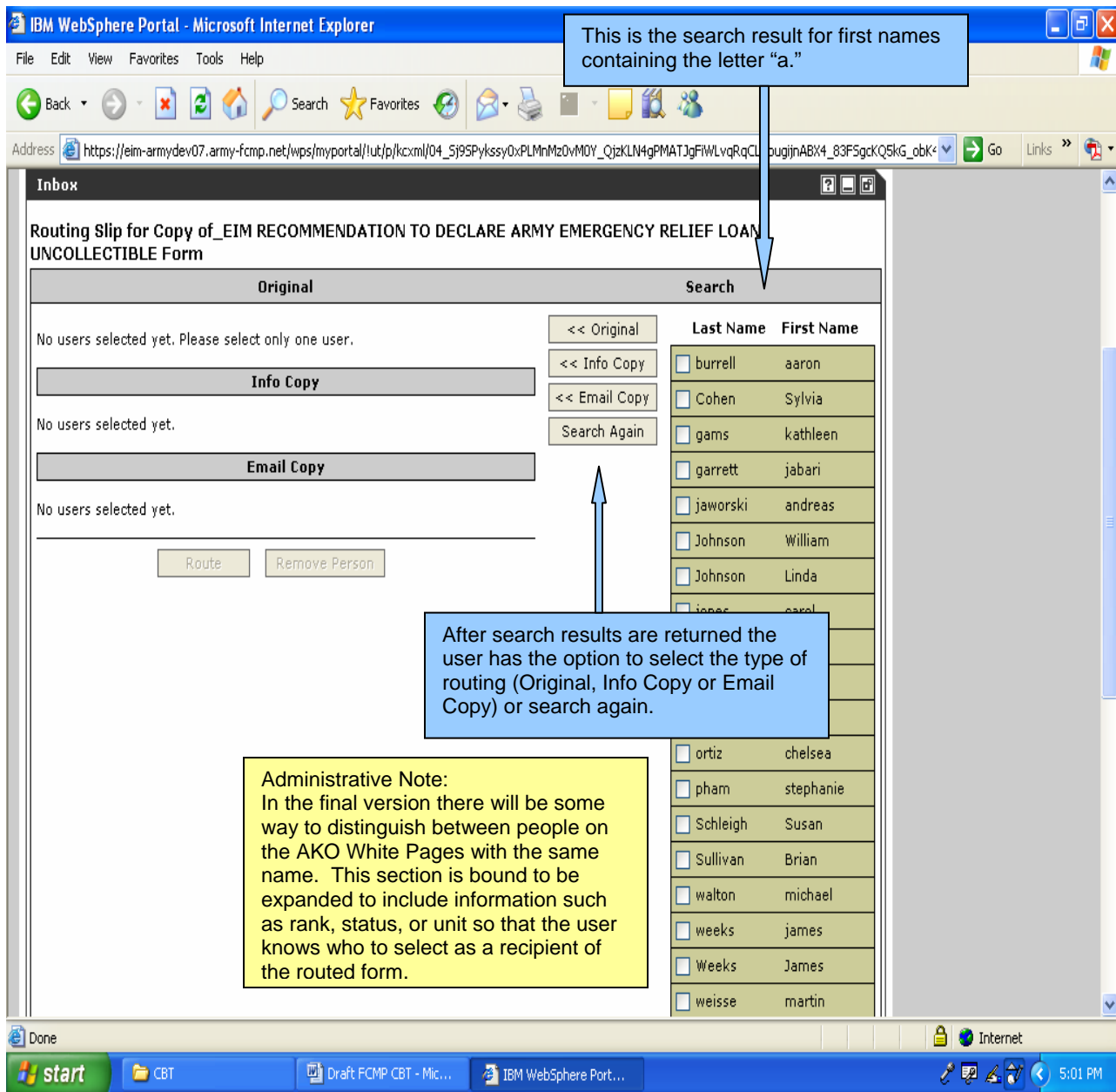


Figure 29 Search Results for Firstname

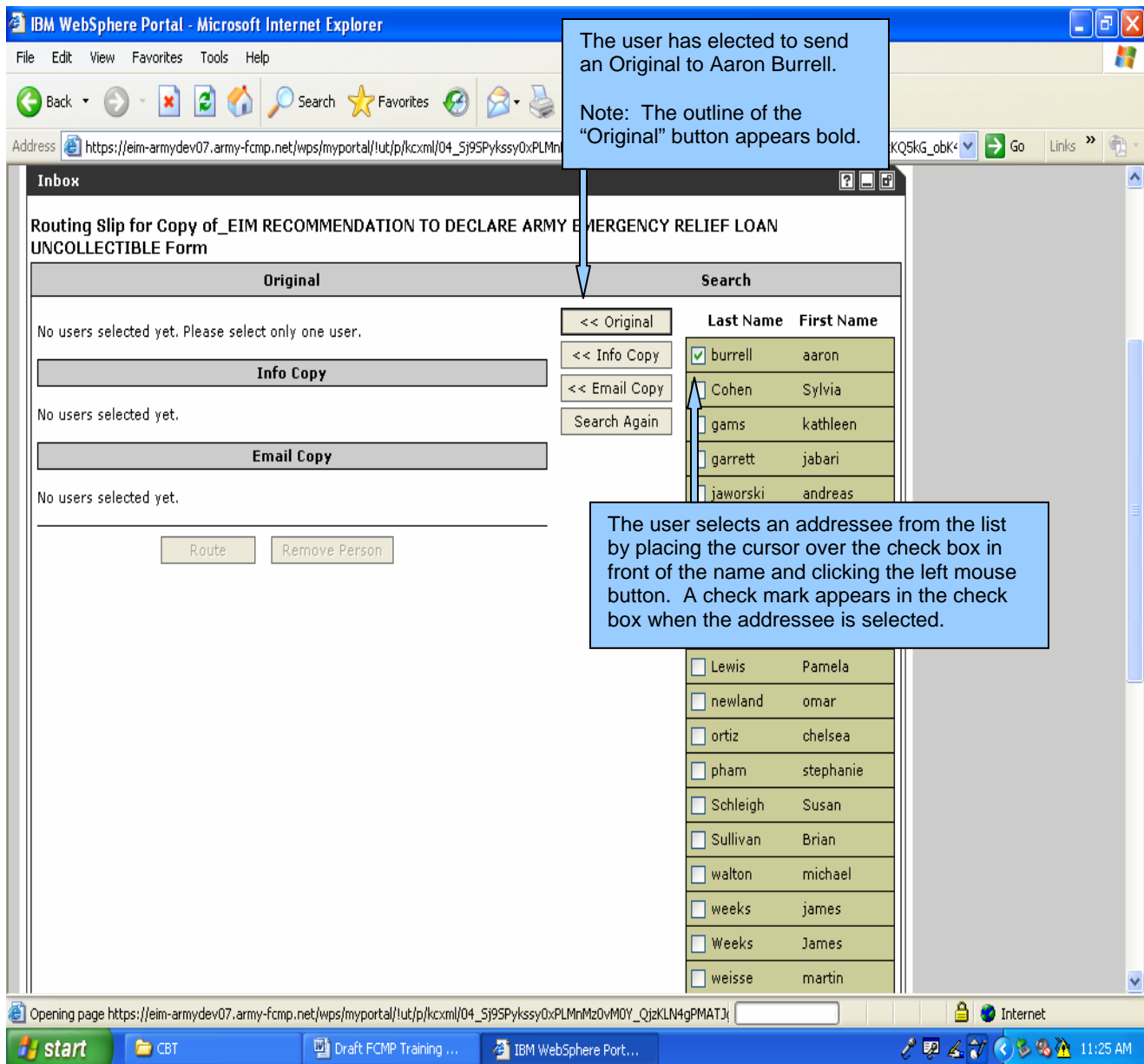


Figure 30 Select Original Addressee

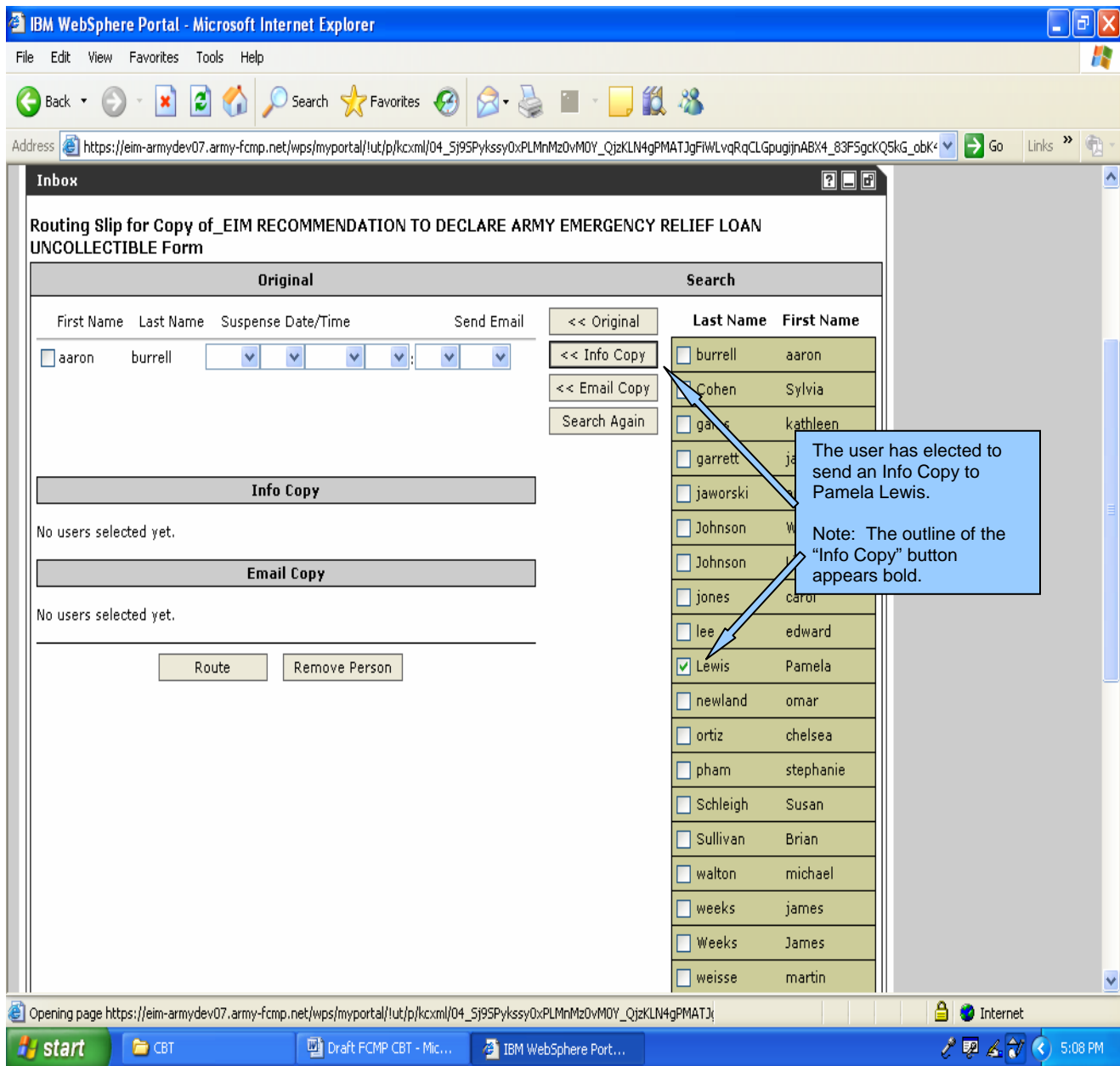


Figure 31 Select Information Copy Addressee

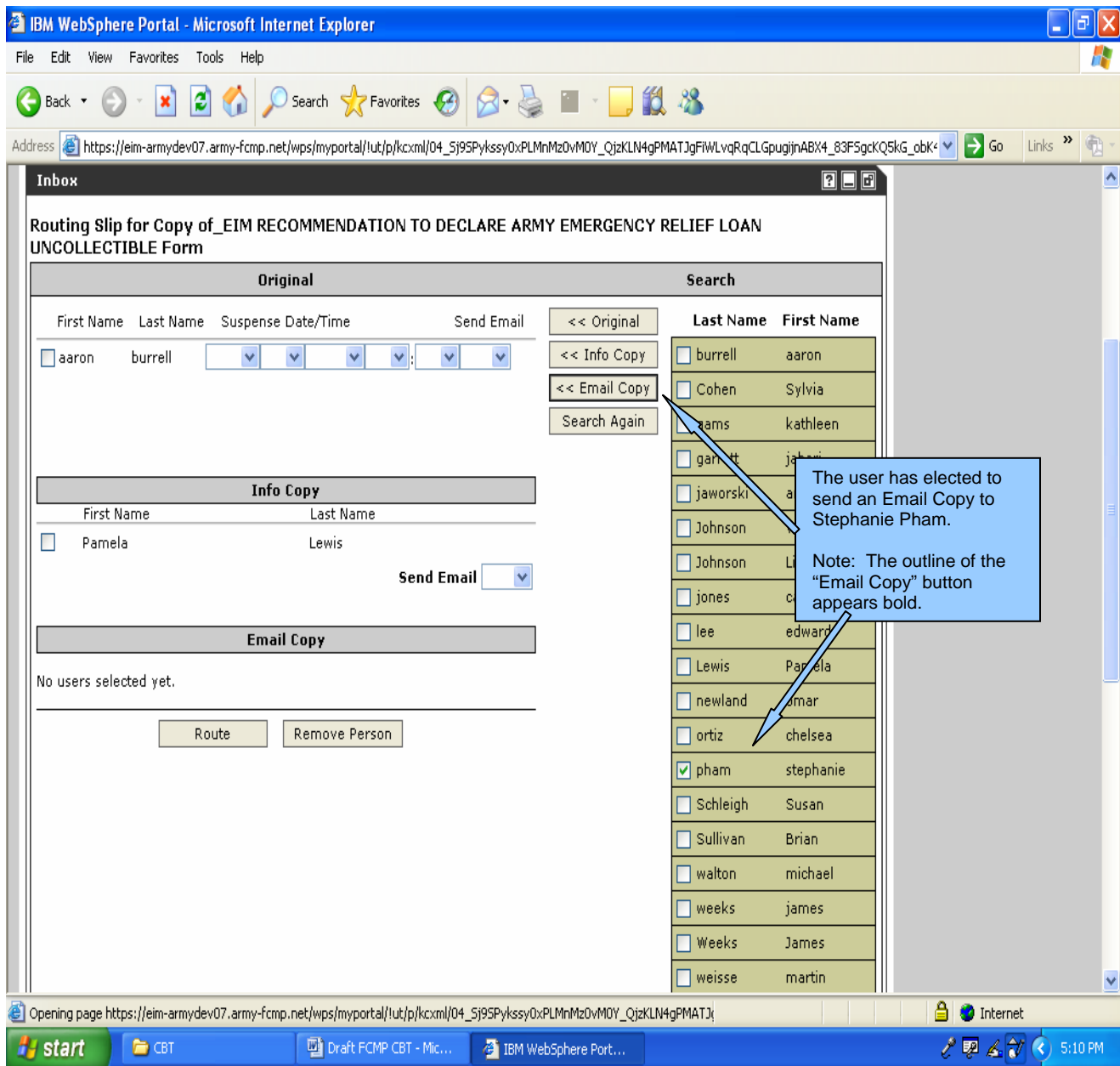


Figure 32 Select Info Email Address

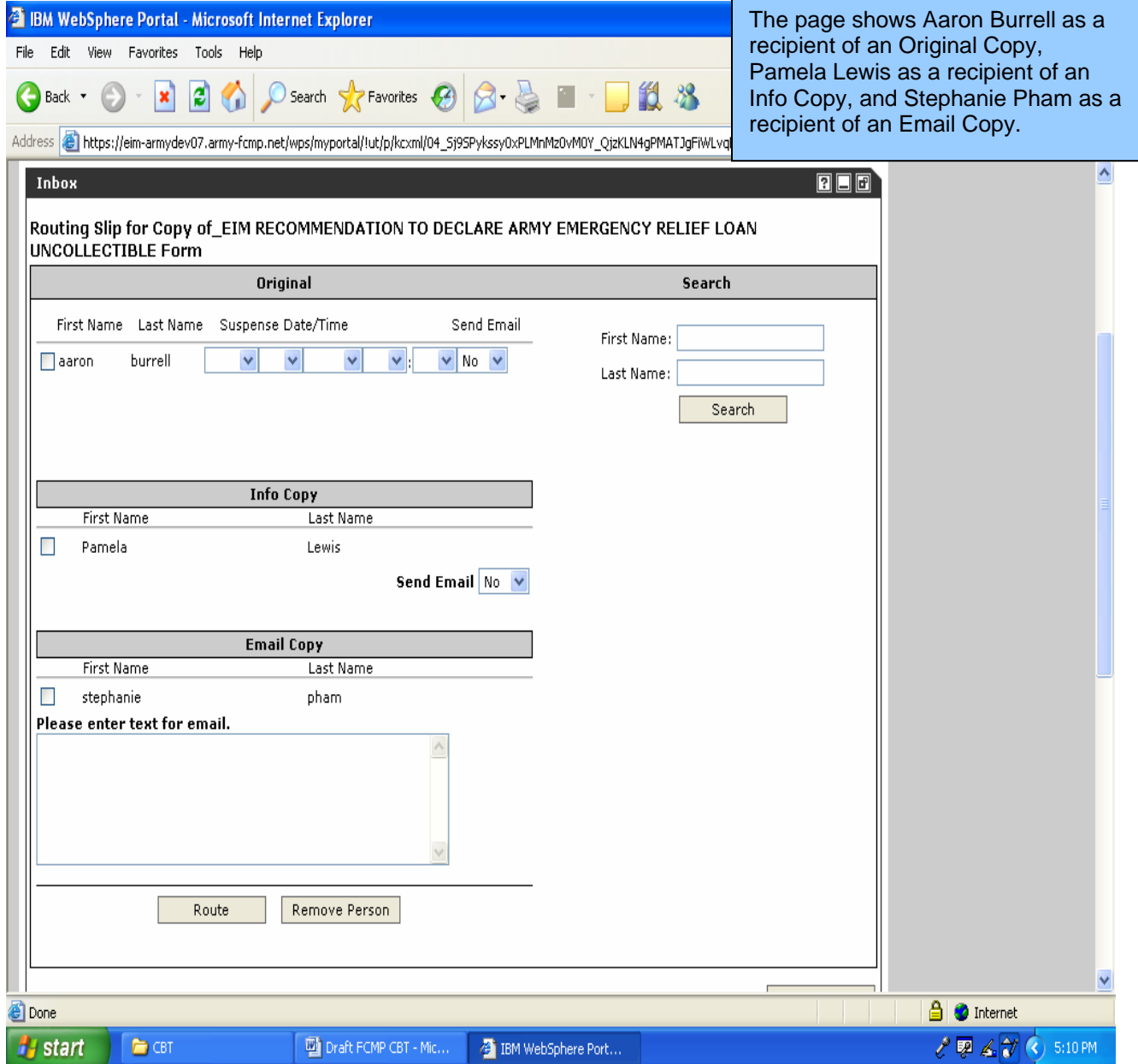


Figure 33 Completed Route Slip

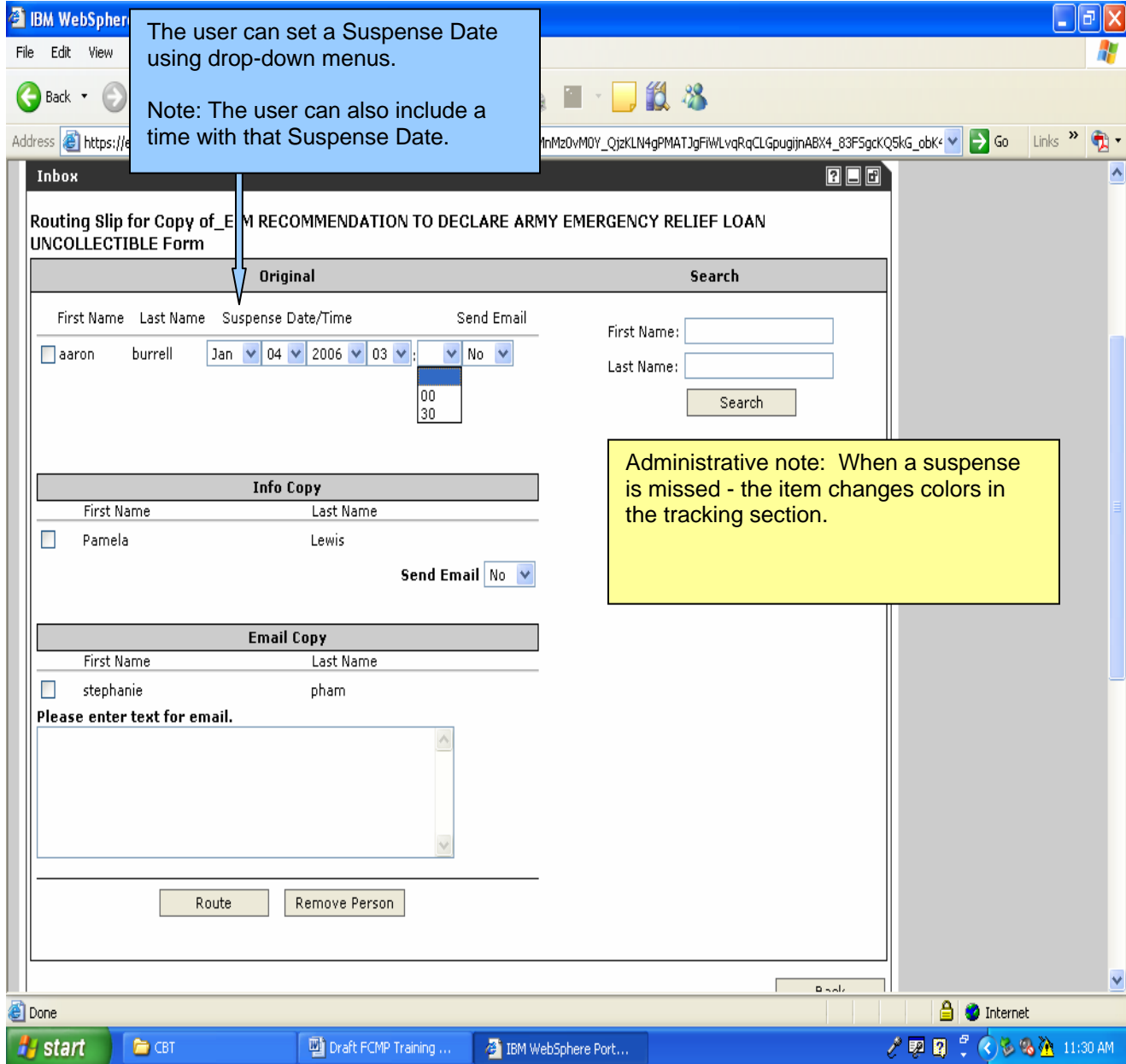
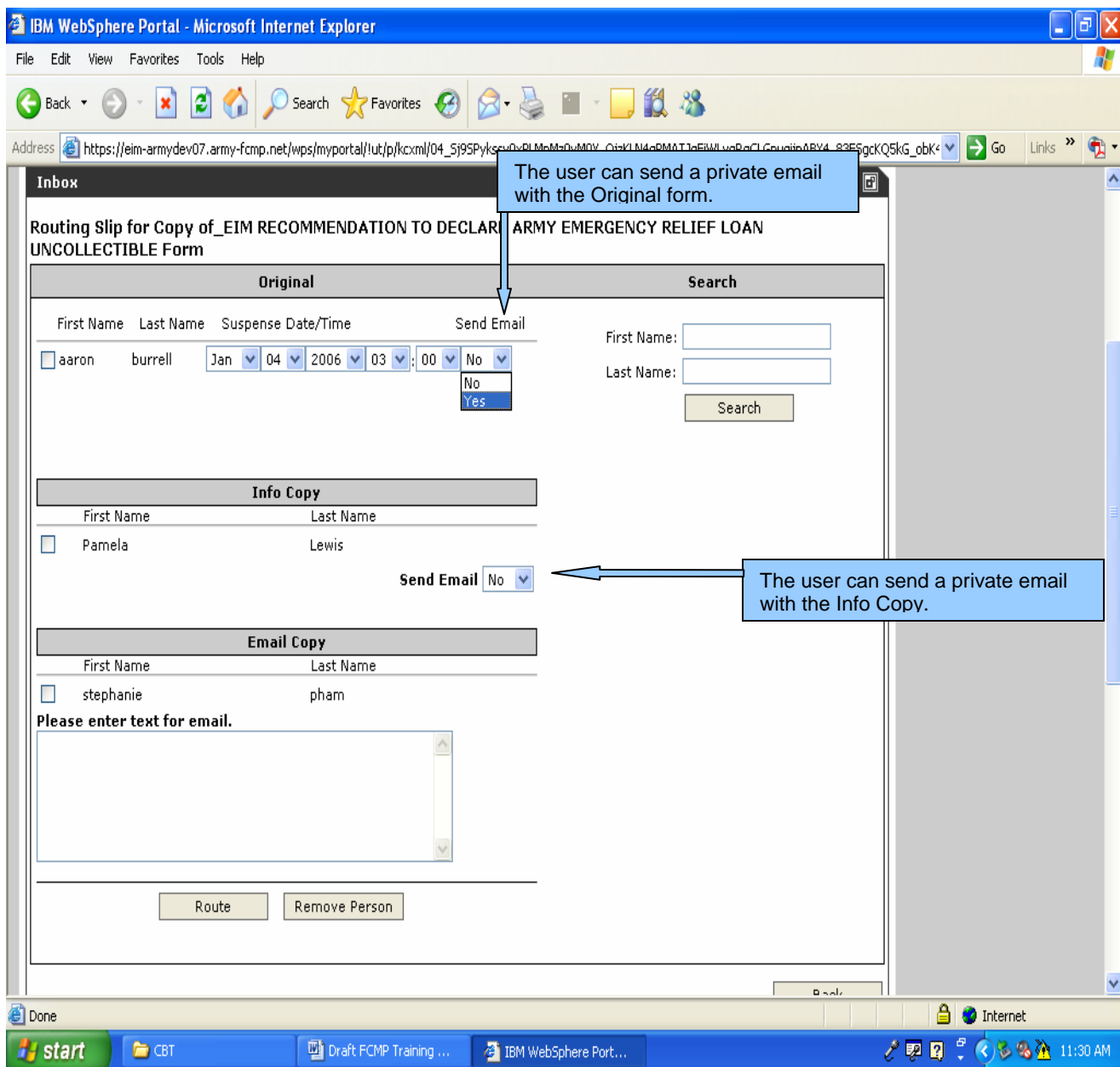


Figure 34 Set a Supsense Date





**Figure 35 Send Private Email with Form**

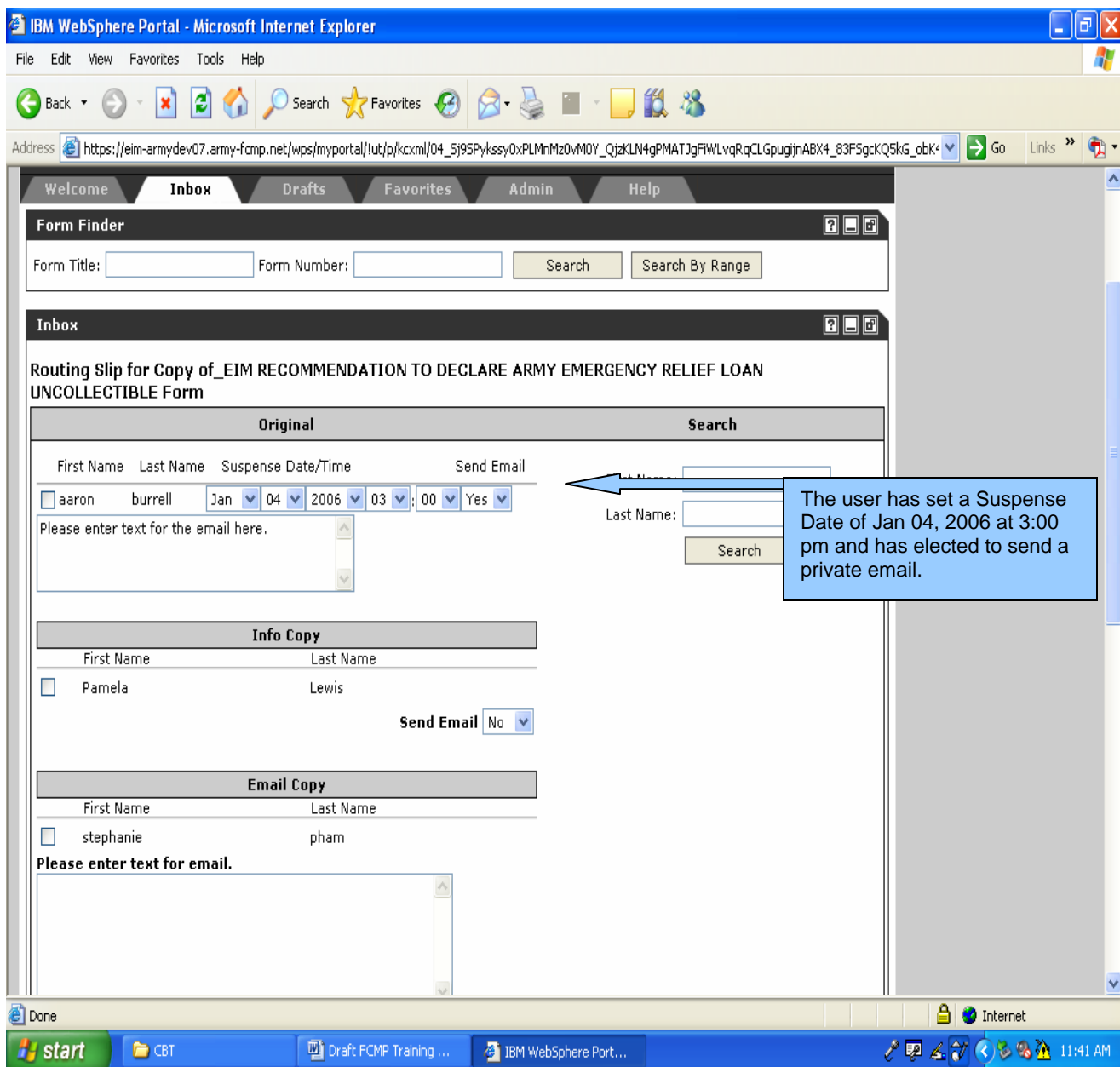
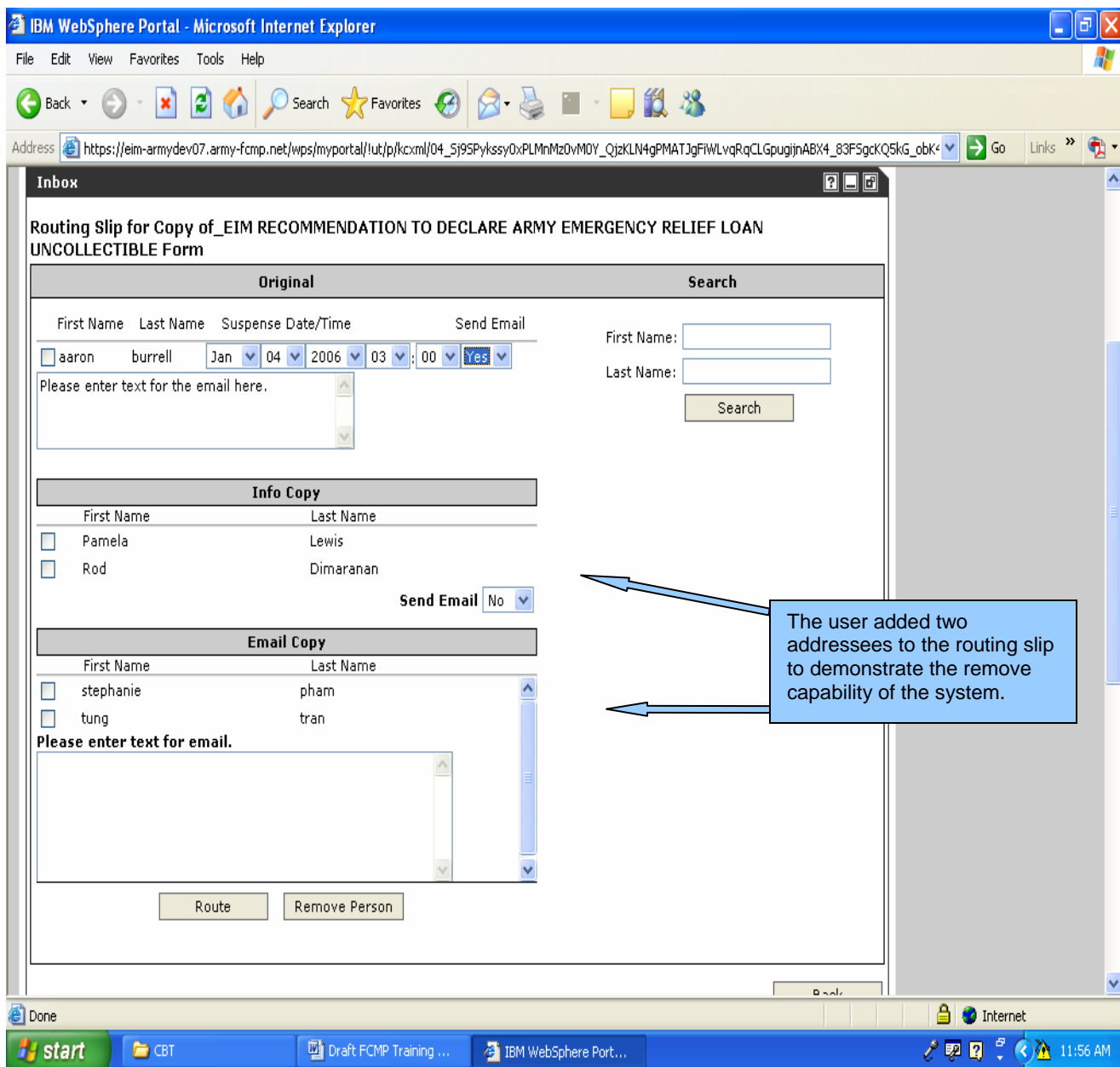
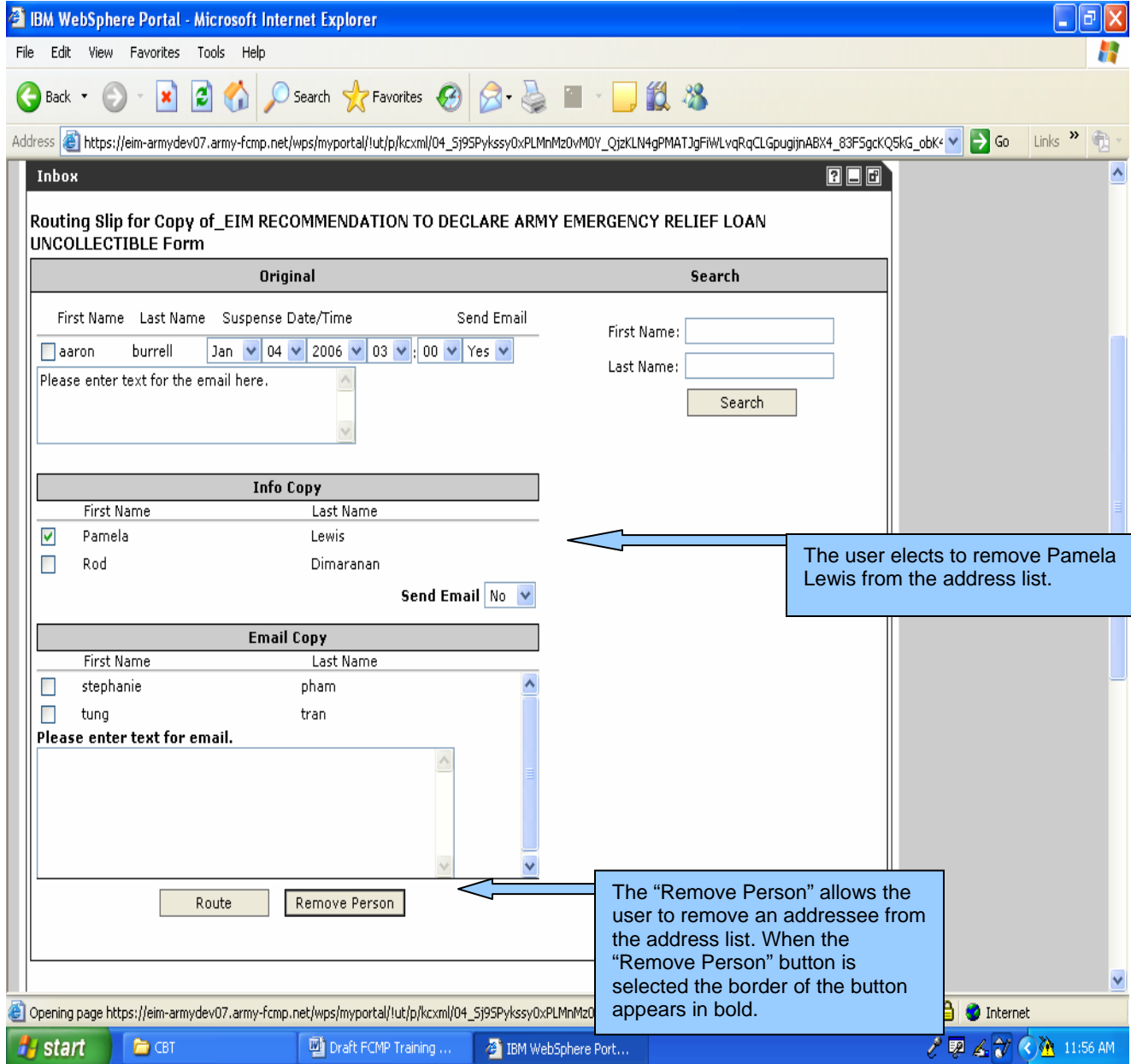


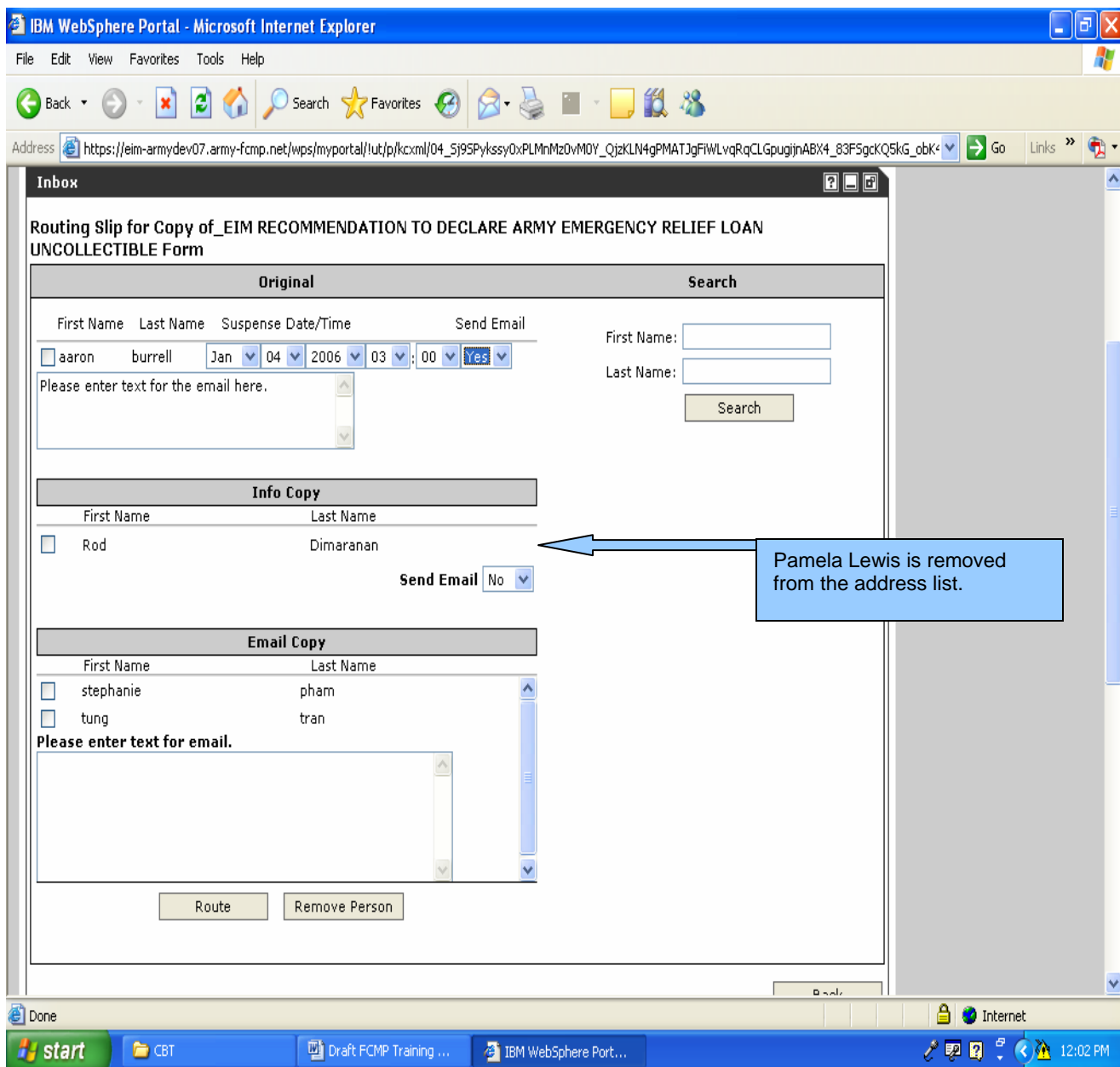
Figure 36 Selected Suspense Date and Email



**Figure 37 Added Addressees**



**Figure 38 Remove Function**



**Figure 39 Addressee Removed**

**Routing Slip for Copy of\_EIM RECOMMENDATION TO DECLARE ARMY EMERGENCY RELIEF LOAN UNCOLLECTIBLE Form**

Original				Search	
First Name	Last Name	Suspense Date/Time	Send Email	First Name:	Last Name:
<input type="checkbox"/> aaron	burrell	Jan 04 2006 03:00	Yes	<input type="text"/>	<input type="text"/>
Please enter text for the email here.				<input type="button" value="Search"/>	

Info Copy	
First Name	Last Name
<input type="checkbox"/> Rodwyn	Dimaranan
Send Email <input type="button" value="No"/>	

Email Copy	
First Name	Last Name
<input type="checkbox"/> stephanie	pham
<input type="checkbox"/> tung	tran
Please enter text for email.	

The user elects to route the form. When the "Route" button is selected the border of the button appears in bold.

**Figure 40 Completed Routing Slip**

The form was routed successfully; however, the system did not display a routing confirmation. The system displayed a failed routing confirmation.

Insert screen shot representing successful routing for the routing slip above.

## Inbox – Delete Function

The screenshot shows the IBM WebSphere Portal interface. The top navigation bar includes 'Welcome jabari!', 'Log out', and a 'U.S. ARMY Forms Content' banner. Below this is a 'Form Finder' section with search fields for 'Form Title' and 'Form Number'. The main content area is titled 'Inbox' and shows a list of forms under the heading 'Inbox -- 6 Form(s), 0 Folder(s)'. A table lists the forms with columns for 'Form Name', 'Form Type', 'Create Date', 'Action Date', and 'Suspense Date'. The first form, 'STATUS OF DA FORM 1315', is selected. To the right of the table is an 'Actions List' with buttons: 'Add To Folder', 'Extract', 'History', 'Comment', 'Route', 'Delete', 'Rename', 'Copy', and 'Complete'. A confirmation dialog box is open over the 'Delete' button, asking 'Are you sure you want to delete?' with 'OK' and 'Cancel' buttons. A yellow callout box on the right contains an 'Admin Note' about deleting forms. A blue callout box at the bottom right explains the 'Delete' button function.

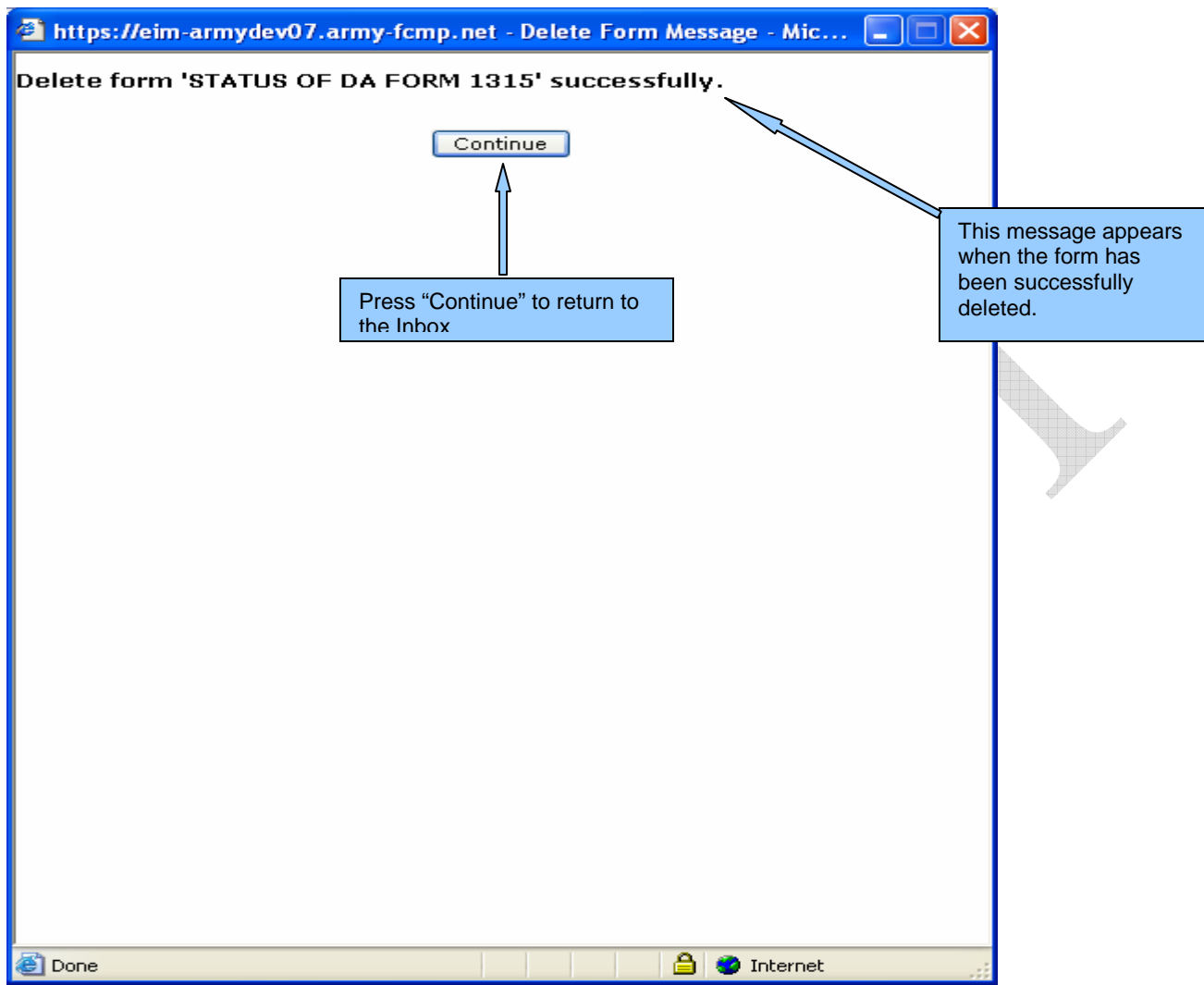
The user is alerted "Are you sure you want to delete?" The user can click "OK" to continue deleting the form or click "Cancel" to cancel deleting.

Admin Note: I believe only the owner of a form can delete a form permanently. Others can delete the form from their tracking and in-boxes but not from the repository. We will provide a more detailed explanation in subsequent guides.

The user can delete a form from the Inbox by clicking the "Delete" button.

Form Name	Form Type	Create Date	Action Date	Suspense Date
STATUS OF DA FORM 1315	DA 1315-1	Sep 21, 2005 09:54:18	Sep 22, 2005 16:44:32	No suspense date set
NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:03	Sep 23, 2005 10:44:53	No suspense date set
Routing Date SERVICE SCHOOL ACAD...	DA 1059	Sep 23, 2005 10:58:35	Sep 23, 2005 11:00:05	Sep 23, 2005 13:00:00
Routing Test Copy of_RECOMMENDAT...	DA 638	Sep 23, 2005 11:27:06	Sep 23, 2005 11:28:13	Sep 23, 2005 11:30:00
Copy of_ARMY AVIA TOR'S FLIGHT RE...	DA 2408-12	Sep 21, 2005 09:11:36	Sep 27, 2005 10:26:09	No suspense date set
Copy of_REQUEST F OR WITHDRAWAL O...	DA 1134	Sep 21, 2005 09:57:34	Sep 27, 2005 14:53:43	No suspense date set

Figure 41 Confirm Deletion



**Figure 42 Form Deleted Successfully**



## Inbox – Rename Function

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxm/04\_Sj9SPykssy0xPLMnMz0vMOY\_QjzKLN4gPMATJgFWLvqRqCLGpugijnABX4\_83F5gckQ5kG\_obkz

Welcome jabari ! | Log out

**U.S. ARMY** Forms Content Management

FCMP | Personalization | My Finances | My Work

Welcome | **Inbox** | Drafts | Favorites | Admin | Help

**Form Finder**

Form Title: Form Number: Search Search By Range

**Inbox**

Inbox -- 5 Form(s), 0 Folder(s) Close All

Forms Box [5 form(s)] --Select--

Form Name	Form Type	Create Date	Action Date	Suspend Date
NCOER SUPPORT	DA 2166-8-1	Jul 28, 2005 17:11:03	Sep 23, 2005 10:44:53	No suspense date set
<input checked="" type="checkbox"/> Routing Date SERVICE SCHOOL ACAD...	DA 1059	Sep 23, 2005 10:58:35	Sep 23, 2005 11:00:05	Sep 23, 2005 13:00:00
<input checked="" type="checkbox"/> Routing Test Copy of RECOMMENDAT...	DA 638	Sep 23, 2005 11:27:06	Sep 23, 2005 11:28:13	Sep 23, 2005 11:30:00
<input type="checkbox"/> Copy of ARMY AVIA TOR'S FLIGHT RE...	DA 2408-12	Sep 21, 2005 09:11:36	Sep 27, 2005 10:26:09	No suspense date set
<input type="checkbox"/> Copy of REQUEST F OR WITHDRAWAL O...	DA 1134	Sep 21, 2005 09:57:34	Sep 27, 2005 14:53:43	No suspense date set

**Actions List**

- Add To Folder
- Extract
- History
- Comment
- Route
- Delete
- Rename**
- Copy
- Complete

The user has elected to rename the selected form.

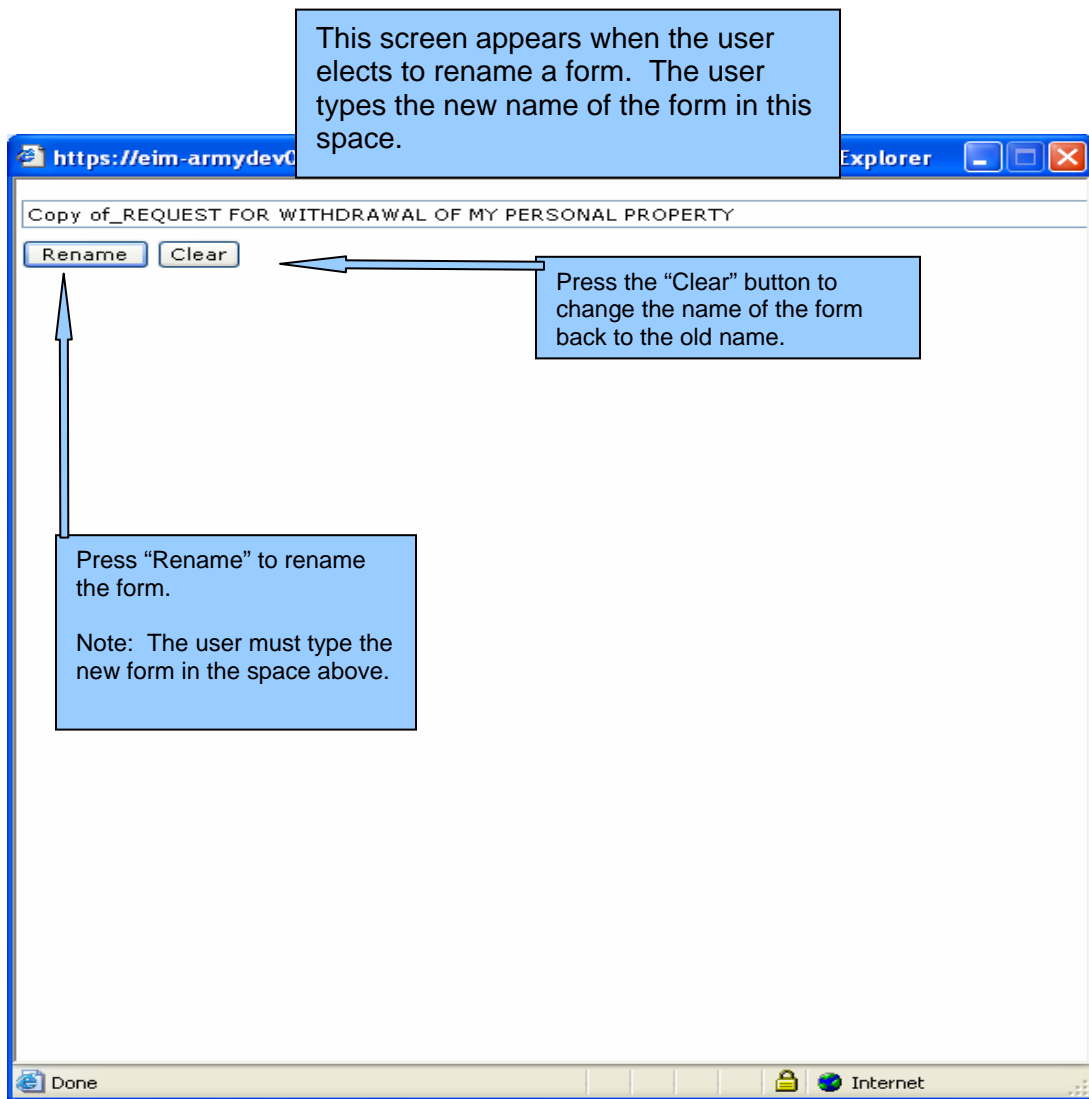
The user can rename a form by clicking the "Rename" button.

Note: The border of the "Rename" button appears hold when it is selected

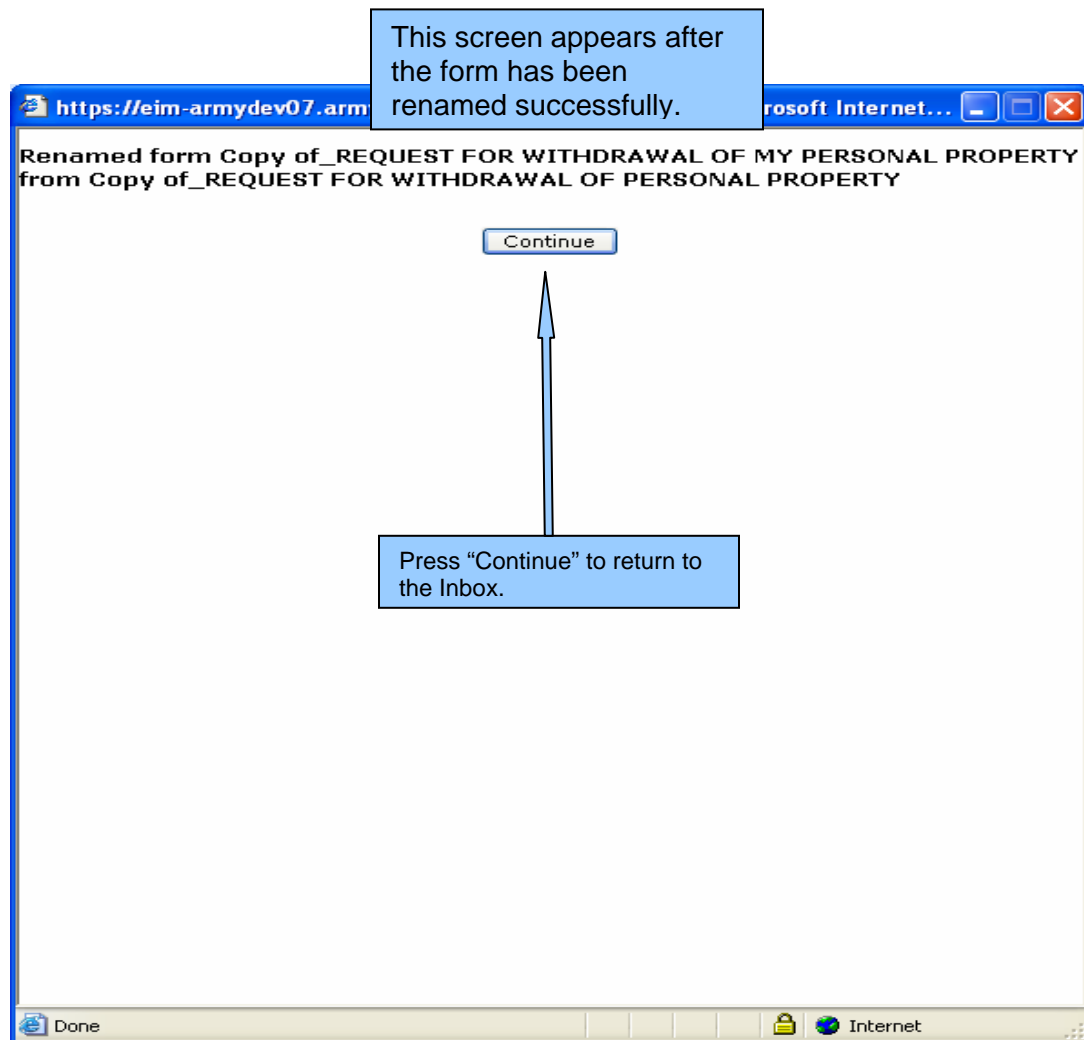
Figure 43 Rename Function

There is a screen that appears before this one... however we did not capture a screen shot for it in the interest of space.

Also, some forms will automatically be named a specific name upon creation. Example: military evaluations, at creation, will contain the name of the rated individual.



**Figure 44 Rename Form**



**Figure 45 Form Renamed Successfully**

## Inbox - Copy Function

The screenshot shows the IBM WebSphere Portal interface in Microsoft Internet Explorer. The 'Drafts' tab is active, displaying a list of forms. The 'STATUS OF DA FORM 1315' form is selected, indicated by a checkmark in the selection column. The 'Copy' button in the 'Actions List' on the right is highlighted with a blue border, indicating it is the selected action.

**Form Finder**

Form Title:  Form Number:  Search Search By Range

**Drafts**

Forms Folders

Drafts -- 14 Form(s), 1 Folder(s) --Select--

Form Name	Form Type	Create Date
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8	Oct 12, 2005 12:45:07
<input type="checkbox"/> OFFICER EVALUATION REPORT	DA 67-9	Oct 12, 2005 12:48:09
<input type="checkbox"/> My Laundry List	DA 1974	Oct 12, 2005 12:40:58
<input type="checkbox"/> Copy of_Copy of_STATUS OF DA FORM 1315	DA 1315-1	Oct 12, 2005 16:31:50
<input type="checkbox"/> Copy of_Request for I/TI	DA 3161	Oct 13, 2005 07:49:28
<input checked="" type="checkbox"/> STATUS OF DA FORM 1315	DA 1315-1	Oct 13, 2005 10:38:59
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	Oct 14, 2005 09:51:27
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	Oct 14, 2005 10:03:02
<input type="checkbox"/> NCOER_Created_From_NCOER EVALUATION SUPPORT FORM	DA 2166-8	Oct 14, 2005 09:59:41

**Actions List**

Create Folder  
Upload Form  
Add To Folder  
Extract  
Comment  
Route  
Delete  
Rename  
Copy

**Tracking**

The user has elected to copy the selected form.

The user can copy a form by clicking the "Copy" button.

Note: The border of the "Copy" button appears bold when it is selected

Figure 46 Copy Function

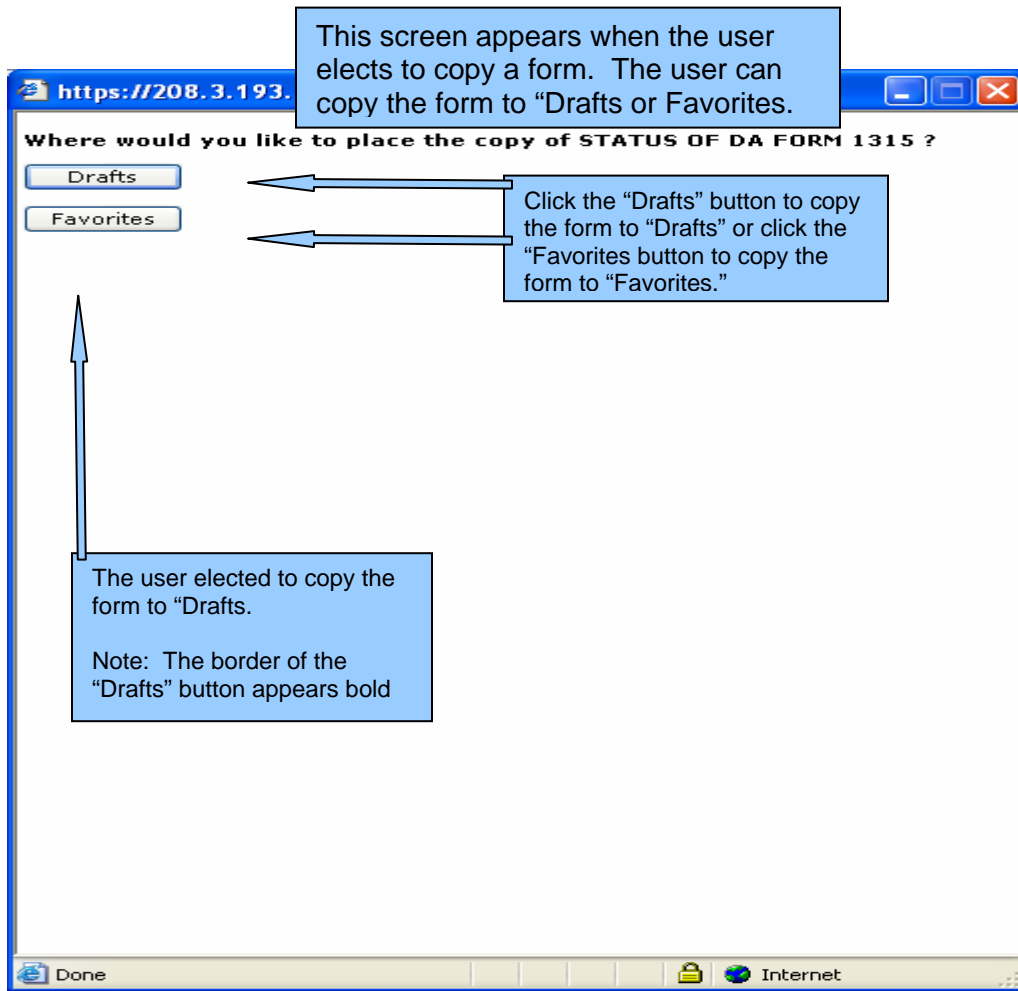


Figure 47 Copy Form

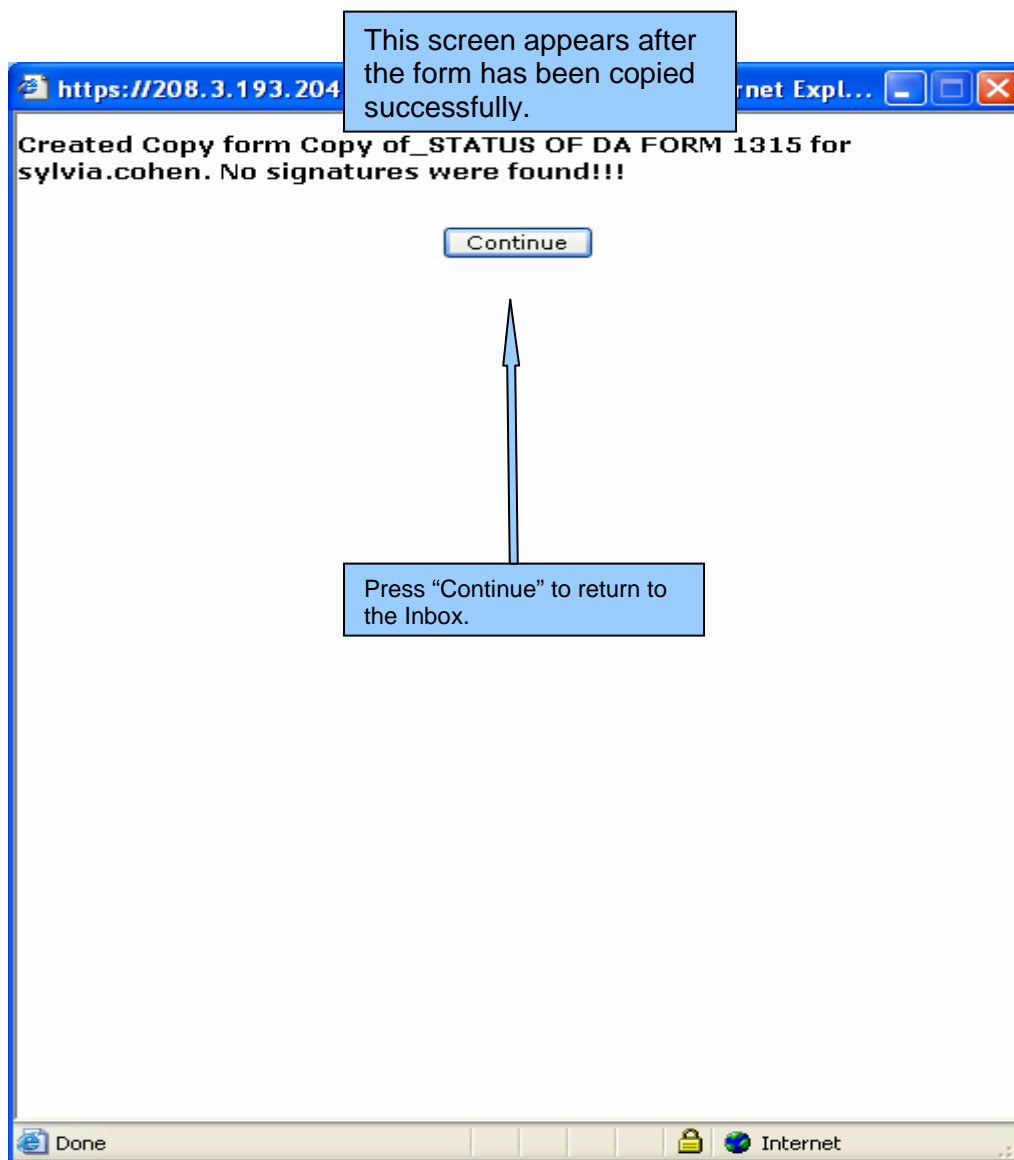
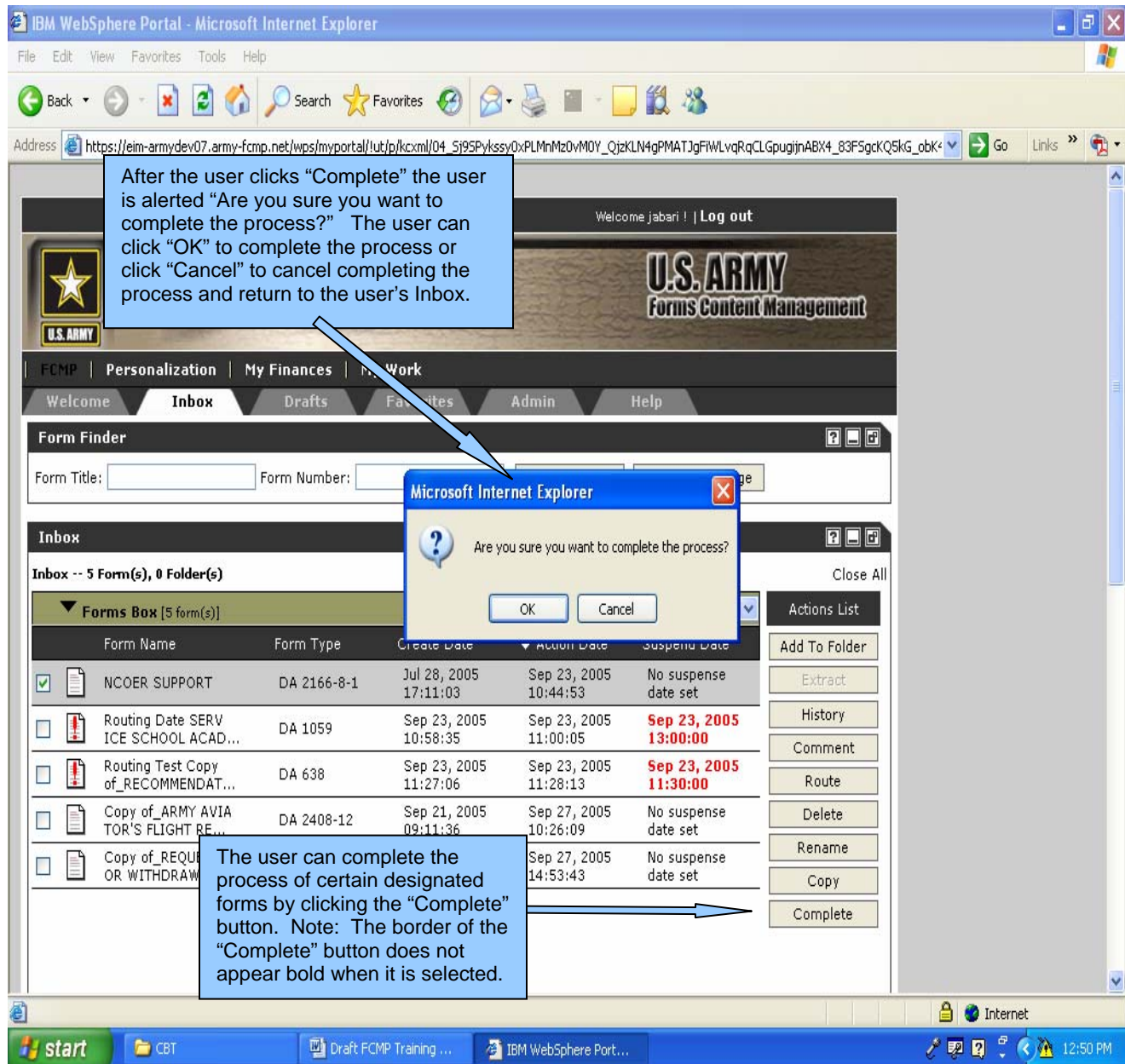


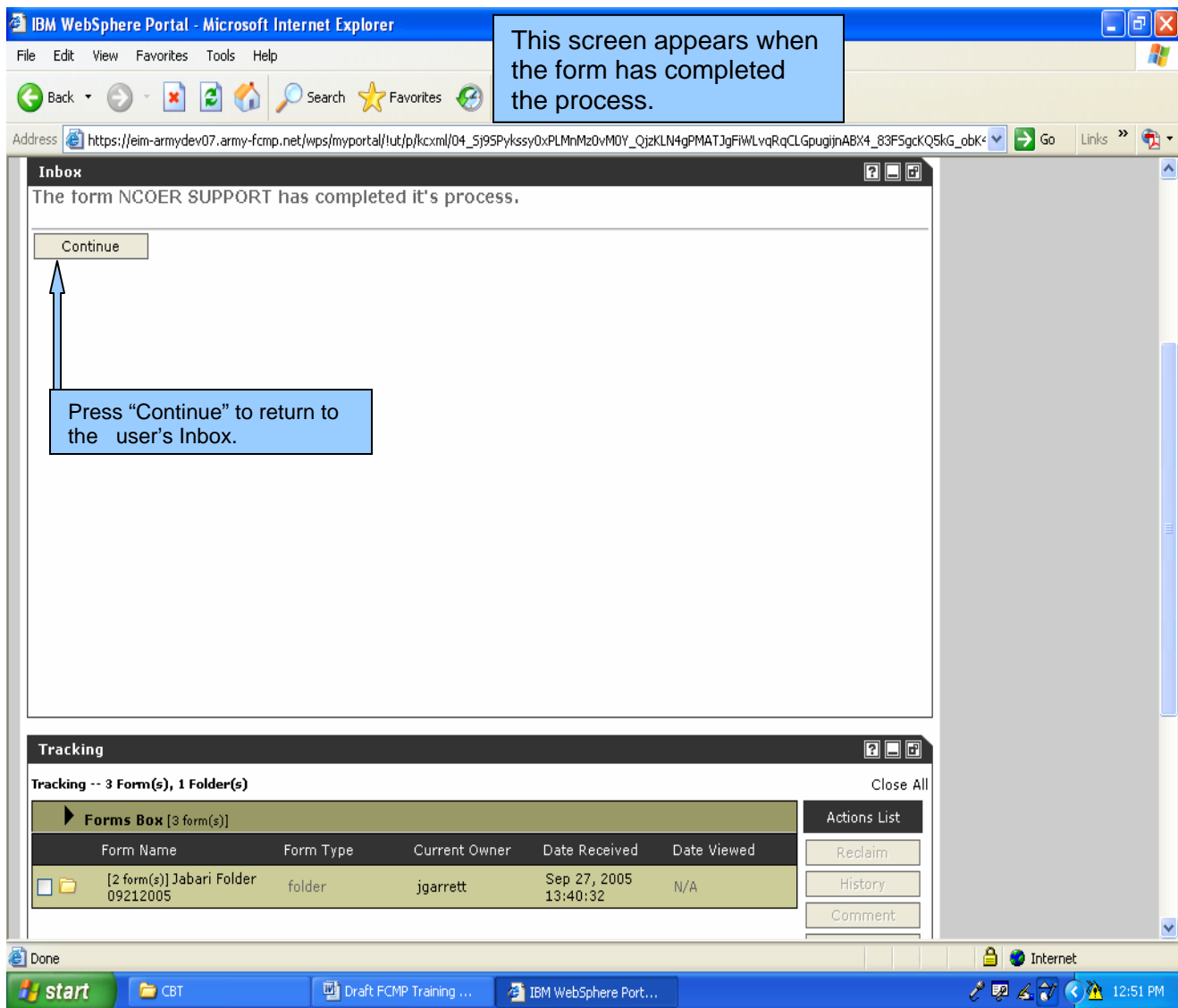
Figure 48 Form Copied Successfully

## Inbox- Process Complete Function



**Figure 49 Process Complete Function**

**Admin Note:** All forms do not have a process complete function. The process complete is operational with a selected group of forms. Example – for military evaluations the "complete" function will send the completed form to the appropriate HQDA location for final processing. USAR OERs and NCOERs will be sent to HRC St Louis, Active Component OERs will be sent to HRC-Alexandria, Active Component NCOERs will be sent to HRC-Indianapolis. ARNG OERs will be sent to NG HQ in Arlington. ARNG NCOERs will be sent (to be determined- we are still working the specifics). Certain checks will be made internal to the form before the complete process can take place.



**Figure 50 Process Completed Successfully**



## Inbox - Tracking

The Tracking window located in Drafts is also set up like this window.

The tracking page allows the user to view all changes that are made to the forms and folders they have accessed.

The "Current Owner" of a form or folder is the user that currently has the form or folder.

The "Date Received" is the date the current owner received the form or folder.

The Date Viewed is the date the current owner viewed the form or folder.

The item will be bold if the current own has not yet viewed it.

Form Name	Form Type	Current Owner	Date Received	Date Viewed
REQUEST FOR WITHDR AWAL OF PERSONA...	DA 1134	spham	Sep 21, 2005 10:21:11	Sep 21, 2005 17:19:15
Copy of_EIM RECOMM ENDATION TO DEC...	DA 1106	aburrell	Sep 29, 2005 12:34:17	Sep 27, 2005 16:41:22
NCOER SUPPORT	DA 2166-8-1	jgarrett	Sep 29, 2005 12:50:38	Sep 22, 2005 14:31:43
<b>[2 form(s)] Jabari Folder 09212005</b>	<b>folder</b>	<b>jgarrett</b>	<b>Sep 27, 2005 13:40:32</b>	<b>N/A</b>

Figure 51 Tracking Window

## Inbox – Reclaim Function

The user can reclaim a form by clicking the "Reclaim" button.

Note: The routed form can only be reclaimed if it has not been opened (viewed).

The user has elected to reclaim the selected form

The user can reclaim a form by clicking the "Reclaim" button.

Note: The border of the "Reclaim" button appears bold when it is selected

Form Name	Form Type	Current Owner	Date Received	Date Viewed
Copy of_RECOMMENDATION TO DECLARE...	DA 1106	sylvia.cohen	Oct 20, 2005 10:17:06	Oct 20, 2005 14:12:21
Copy of_STATUS OF DA FORM 1315	DA 1315-1	sylvia.cohen	Oct 20, 2005 14:20:32	Not yet viewed.
SERVICE SCHOOL ACADEMIC EVALUATION...	DA 1059	aburrell	Oct 20, 2005 14:26:15	Not yet viewed.
Copy of_STATUS OF DA FORM 1315	DA 1315-1	sylvia.cohen	Oct 12, 2005 15:58:39	Oct 13, 2005 12:21:07

Actions List:

- Reclaim
- History
- Comment
- Delete

Figure 52 Reclaim Form

Capture a screenshot of a successful Reclaim.

(to be completed as Figure 53.1)

DRAFT

## Drafts Tab

### Drafts Page Overview

Most functions and page layout on the Drafts and Tracking page are the same as the functions and layout on the Inbox page. Those functions and page layout that are different will be explained in the Drafts section of this User's Guide.

Click this tab to access the user's Drafts. The Drafts shows all forms, folders, and folder content that the user created.

Click this button to create a folder in the user's Drafts.

Click this button to upload a form from the desktop, data storage, etc.

Form Name	Form Type	Create Date
Copy of STATUS OF DA FORM 131 5	DA 1315-1	Sep 21, 2005 09:57:13
[1 form(s)] Jabari Folder 09232005	folder	N/A
[0 form(s)] Evaluations	folder	N/A

Figure 53 Drafts Page Overview

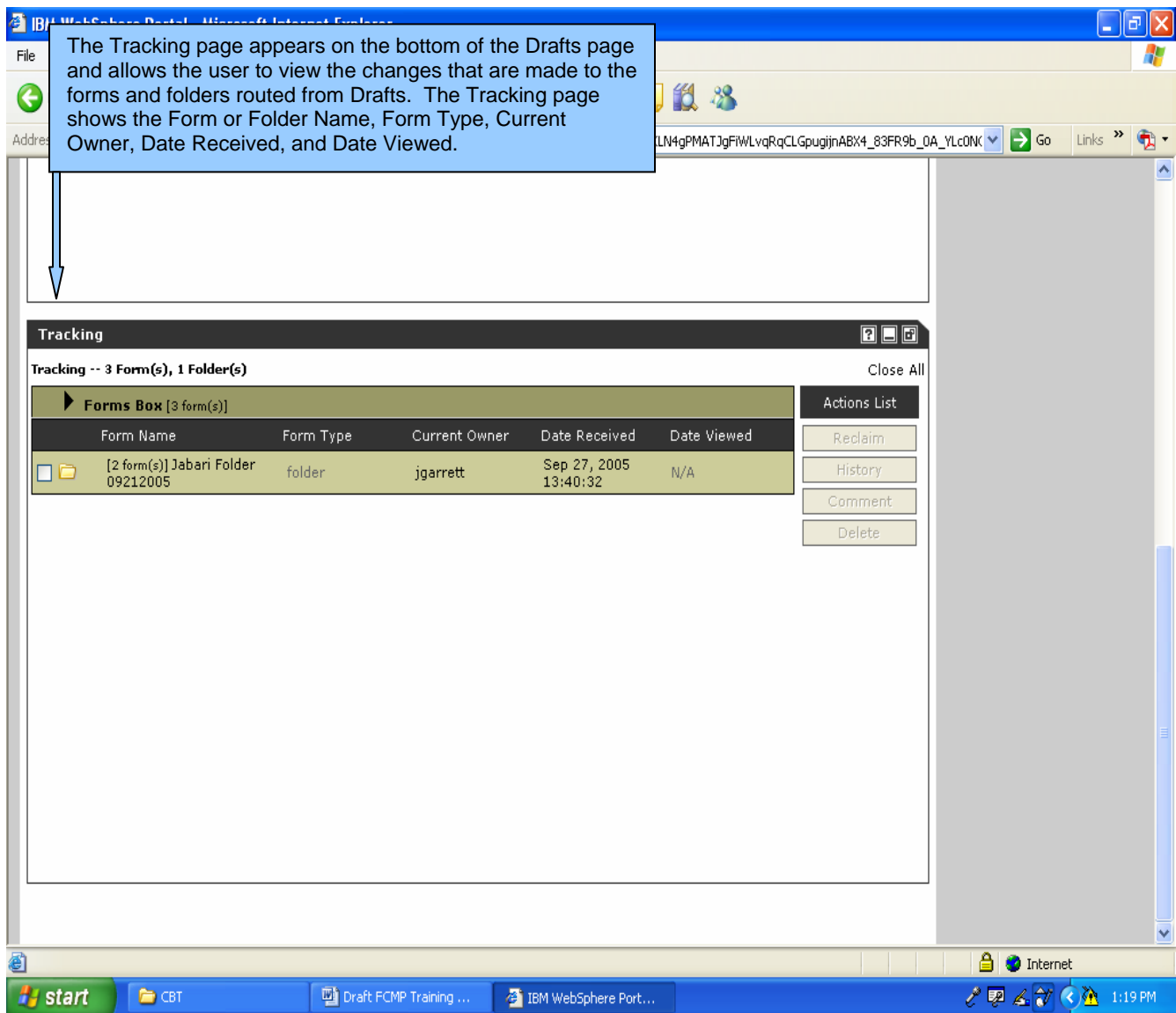


Figure 54 Drafts Page Overview Continued

## Drafts Page – Create Folder Function

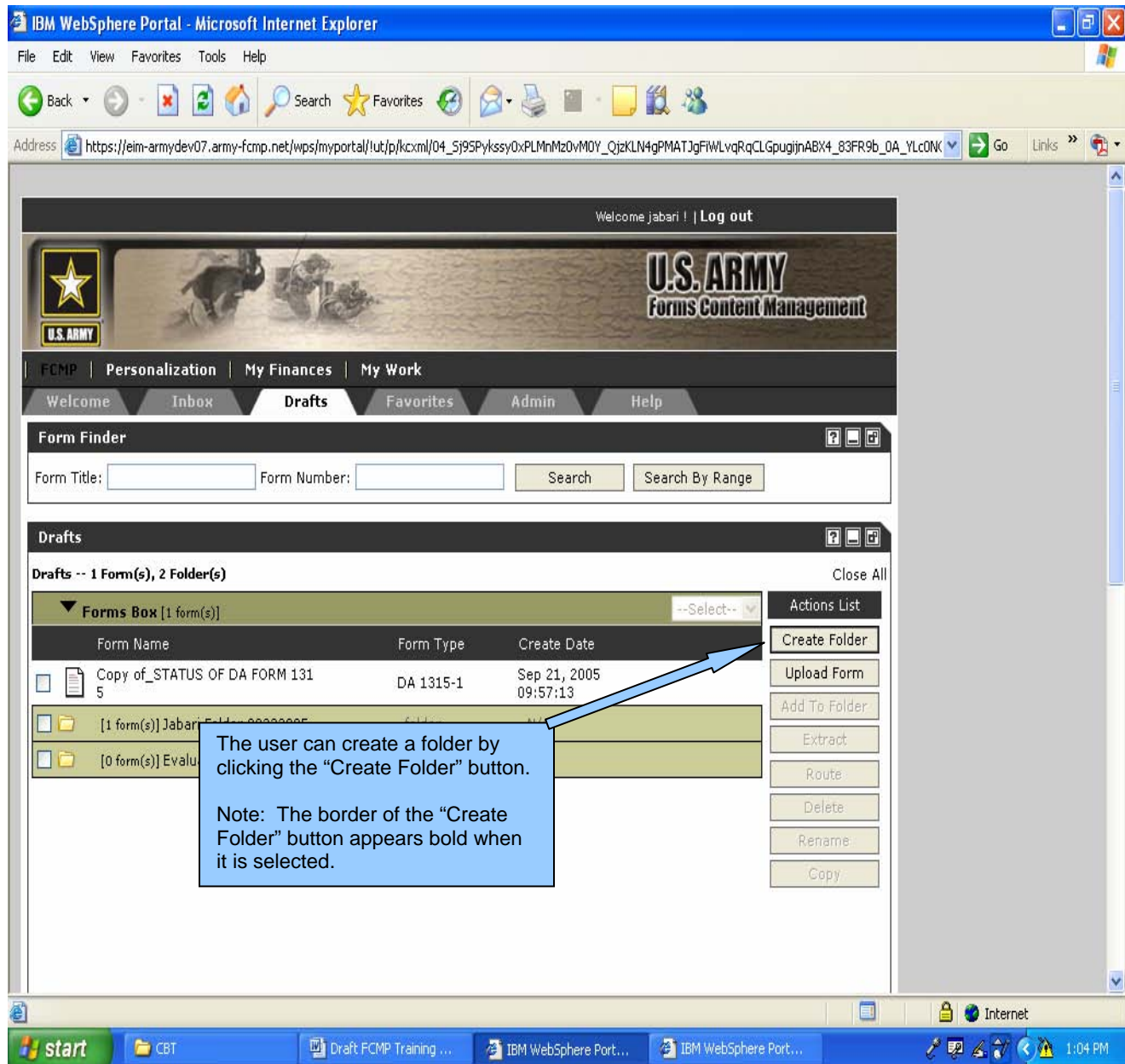
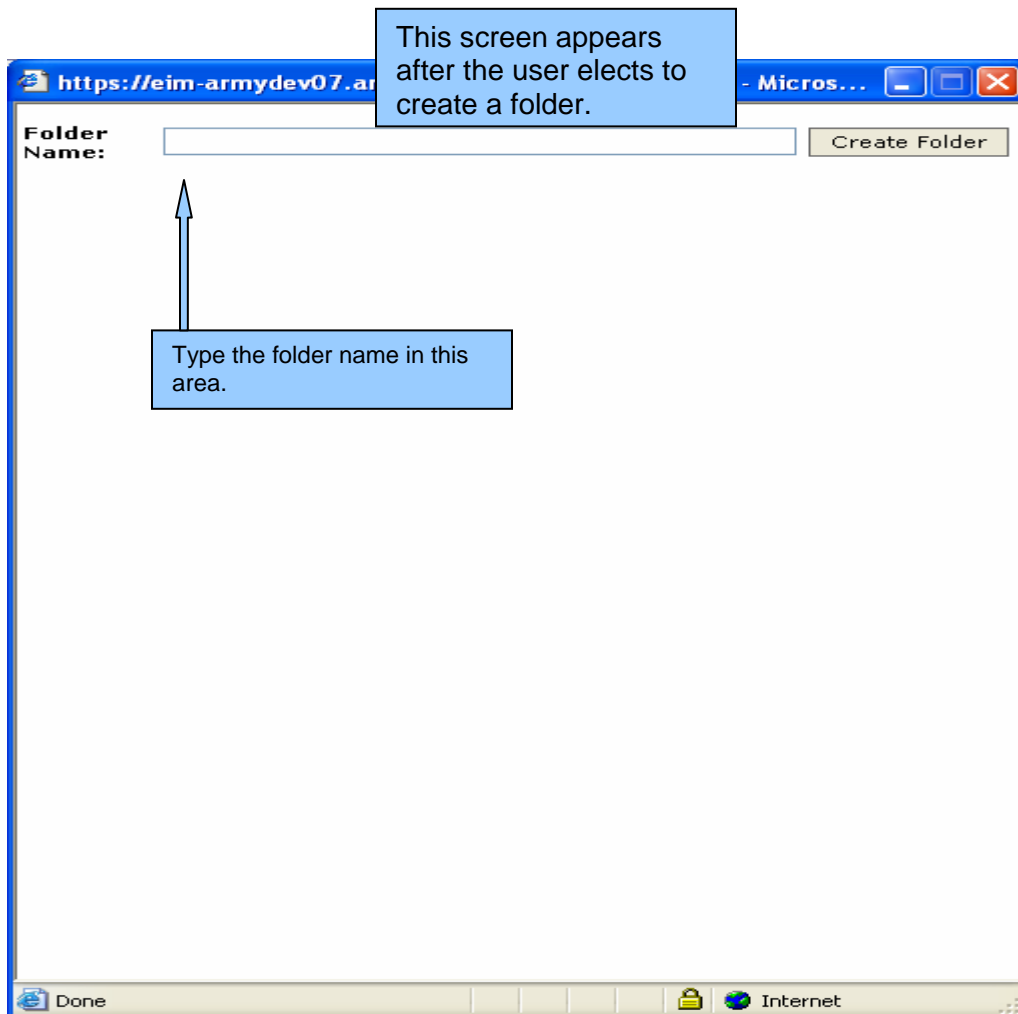


Figure 55 Create Folder Function



**Figure 56 Name the Folder**

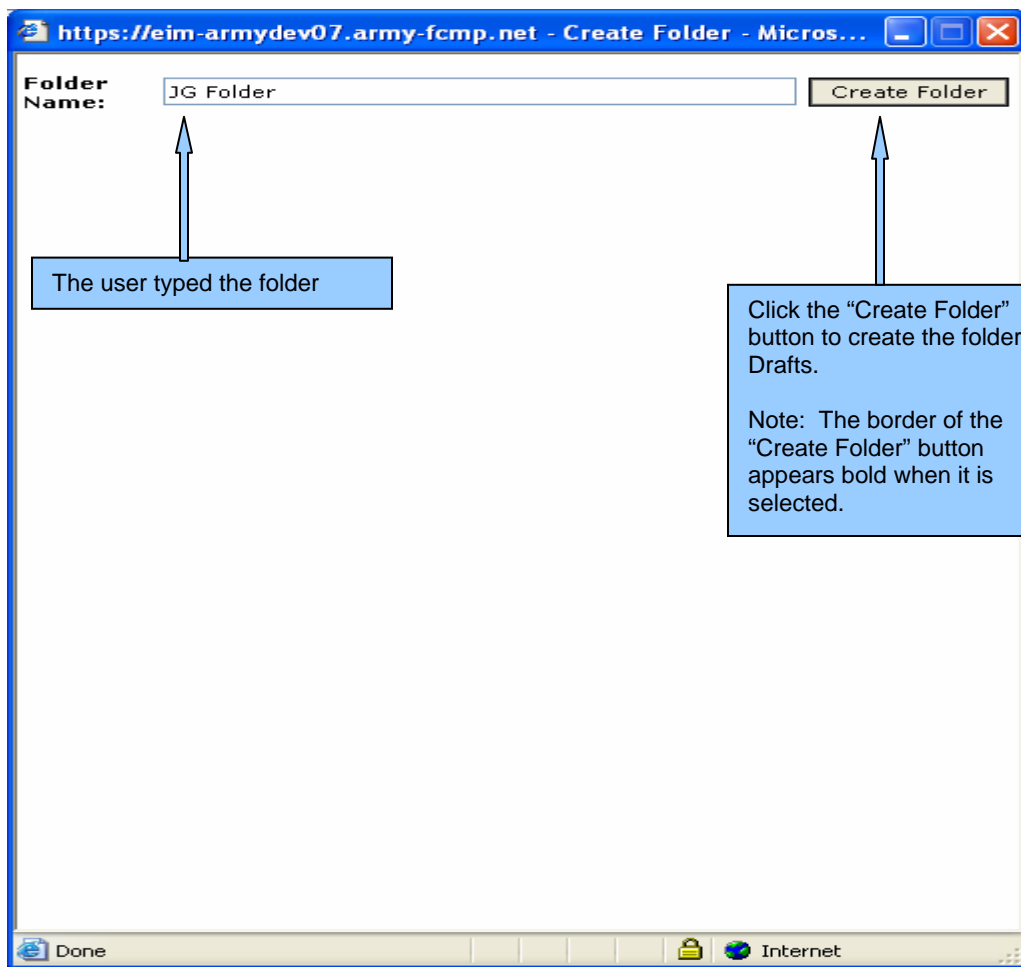
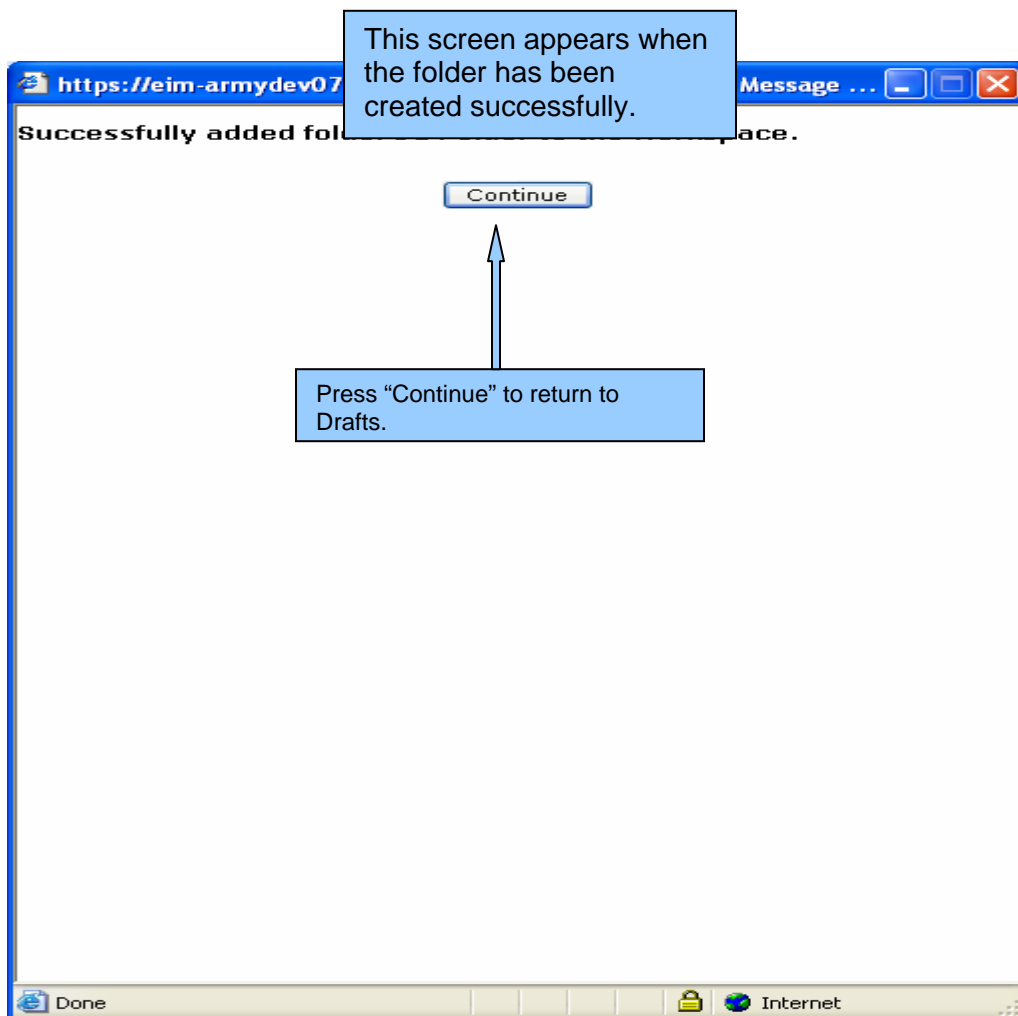


Figure 57 Create Folder and Save to Drafts





**Figure 58 Folder Created Successfully**

## Drafts – Extract Form

The screenshot shows the IBM WebSphere Portal interface for the U.S. Army Forms Content Management system. The user is logged in as 'jabari'. The 'Drafts' tab is selected in the navigation menu. Below the navigation menu, there is a 'Form Finder' section with search fields for 'Form Title' and 'Form Number'. The main content area displays a list of drafts under the heading 'Drafts -- 1 Form(s), 3 Folder(s)'. The list includes a folder '[1 form(s)] Jabari Folder 09232005' and a form 'MAINTENANCE TEST FLIGHT MANEU VERS GRADESLIP' (DA 5051-10, Sep 21, 2005). To the right of the list is an 'Actions List' with buttons: 'Create Folder', 'Upload Form', 'Add To Folder', 'Extract', 'Route', 'Delete', and 'Rename'. The 'Extract' button is highlighted with a blue arrow and a callout box.

Form Name | Form Type | Create Date

[1 form(s)] Jabari Folder 09232005	folder	N/A
MAINTENANCE TEST FLIGHT MANEU VERS GRADESLIP	DA 5051-10	Sep 21, 2005 09:55:01
[0 form(s)] Evaluations	folder	N/A
[0 form(s)] JG Folder	folder	N/A

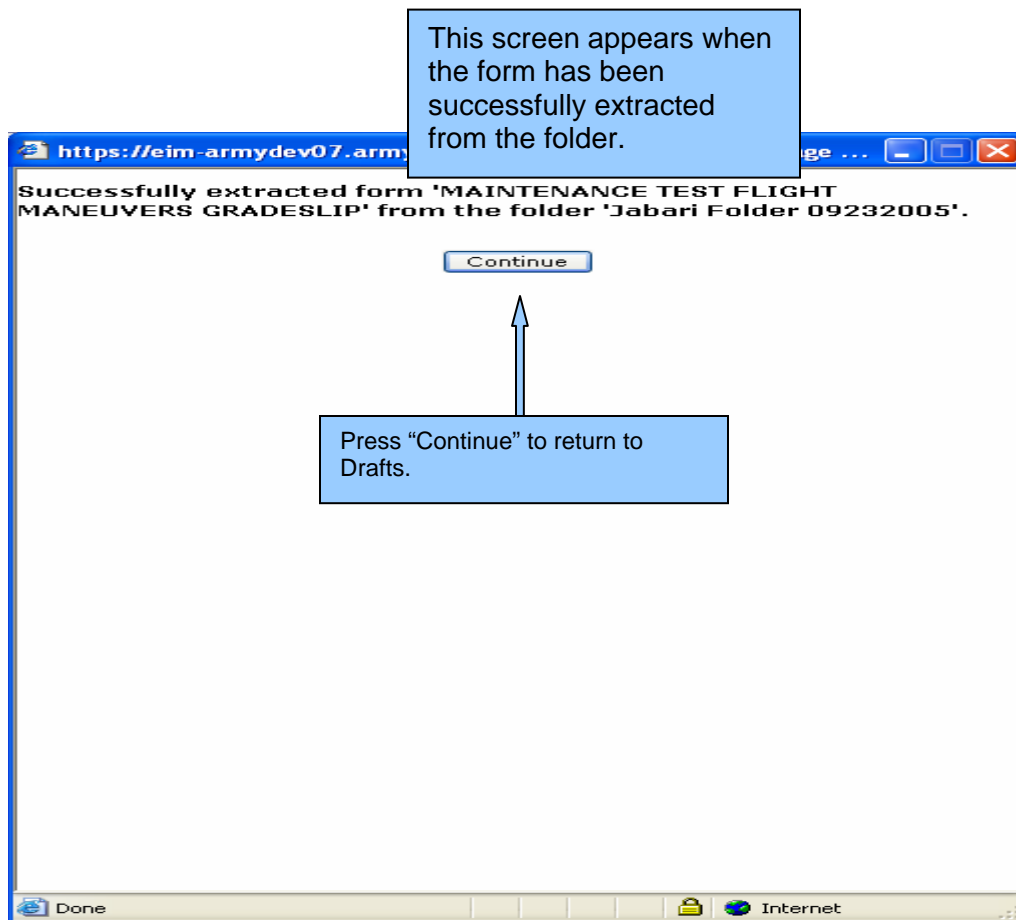
Actions List

- Create Folder
- Upload Form
- Add To Folder
- Extract**
- Route
- Delete
- Rename

The user can extract a form from a folder by clicking the "Extract" button.

Note: The border of the "Extract" button appears bold when it is selected.

Figure 59 Extract Form Function



**Figure 60 Form Extracted Successfully**

## Drafts – Upload Form Function

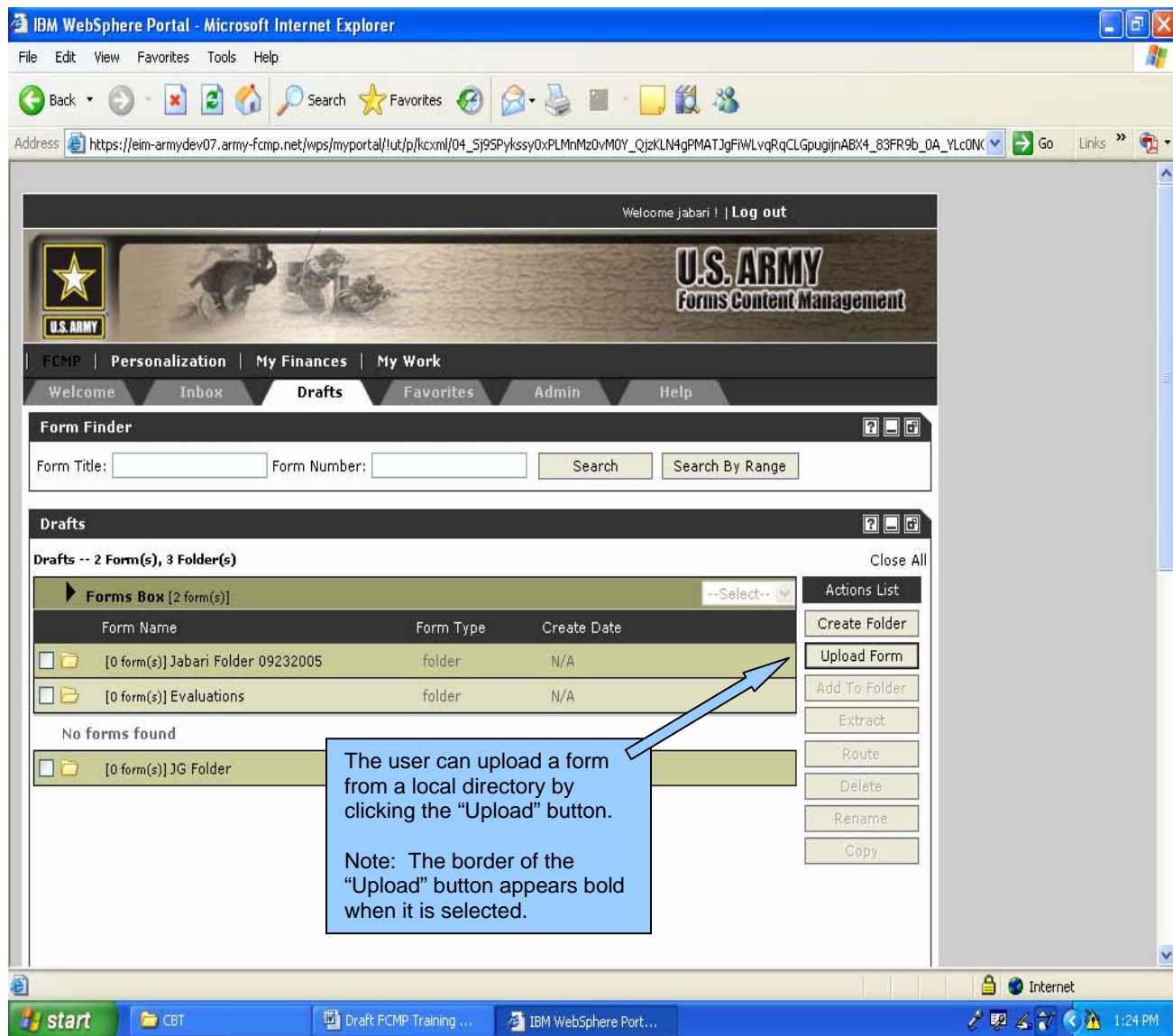


Figure 61 Upload Form Function

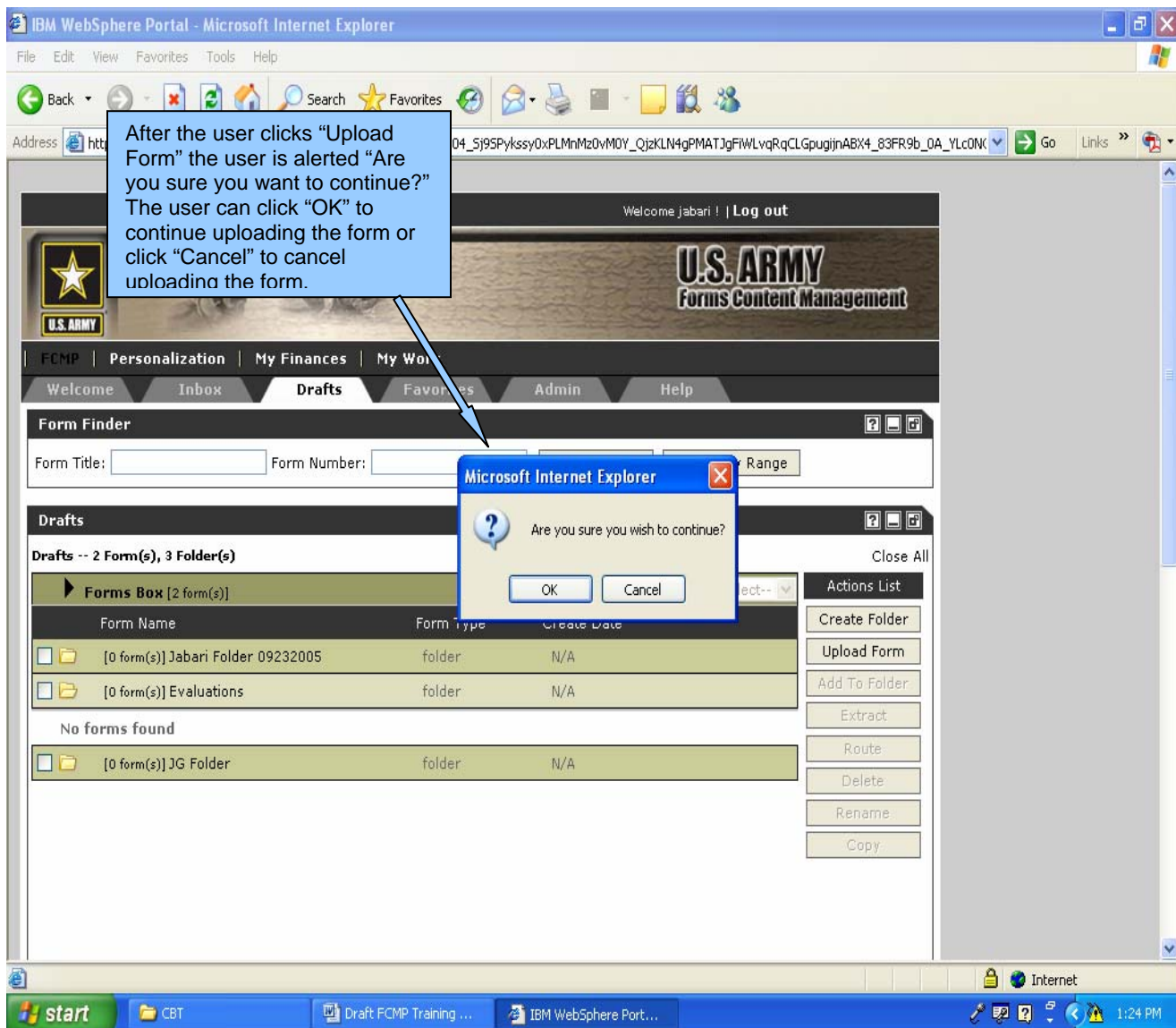
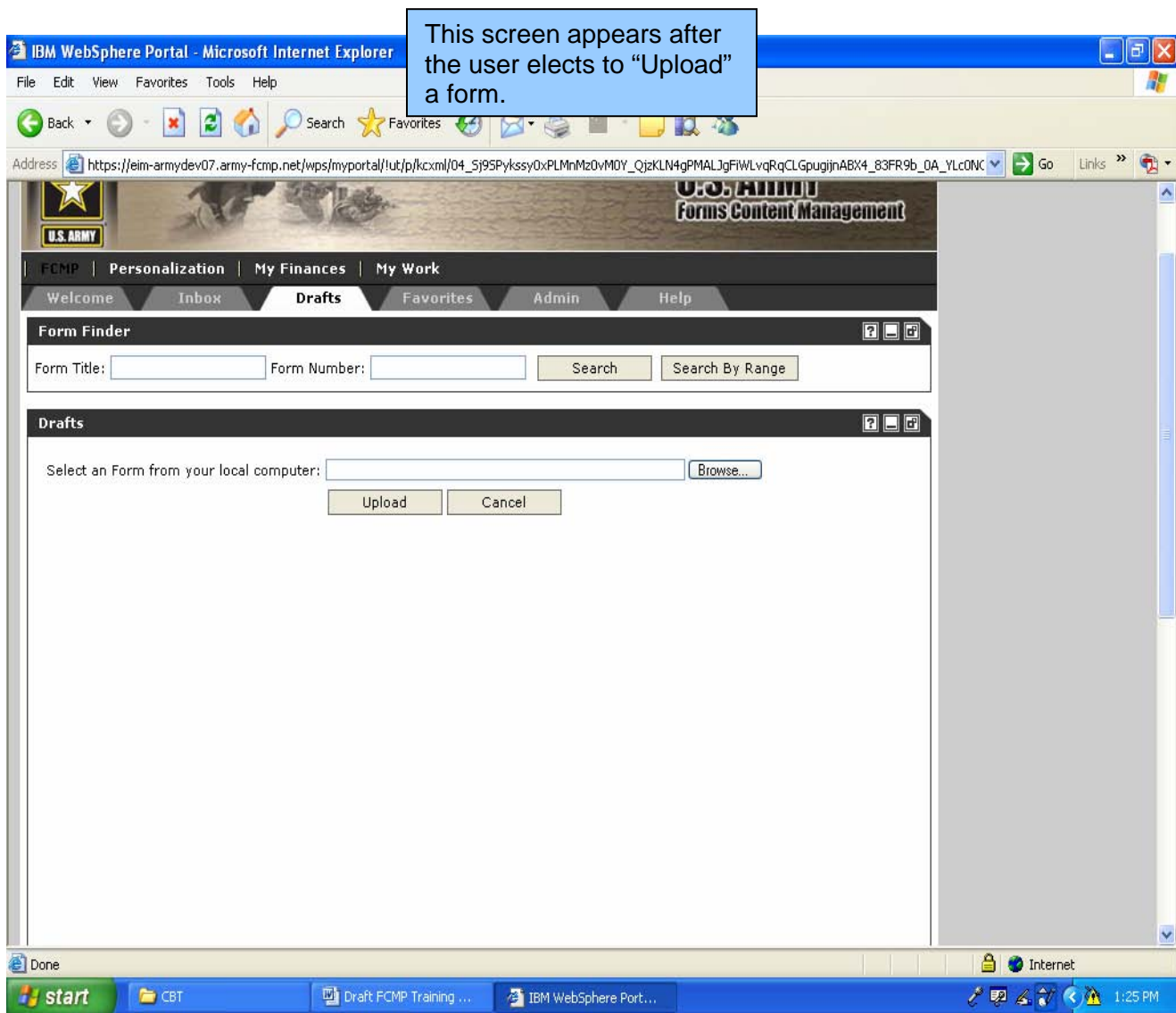
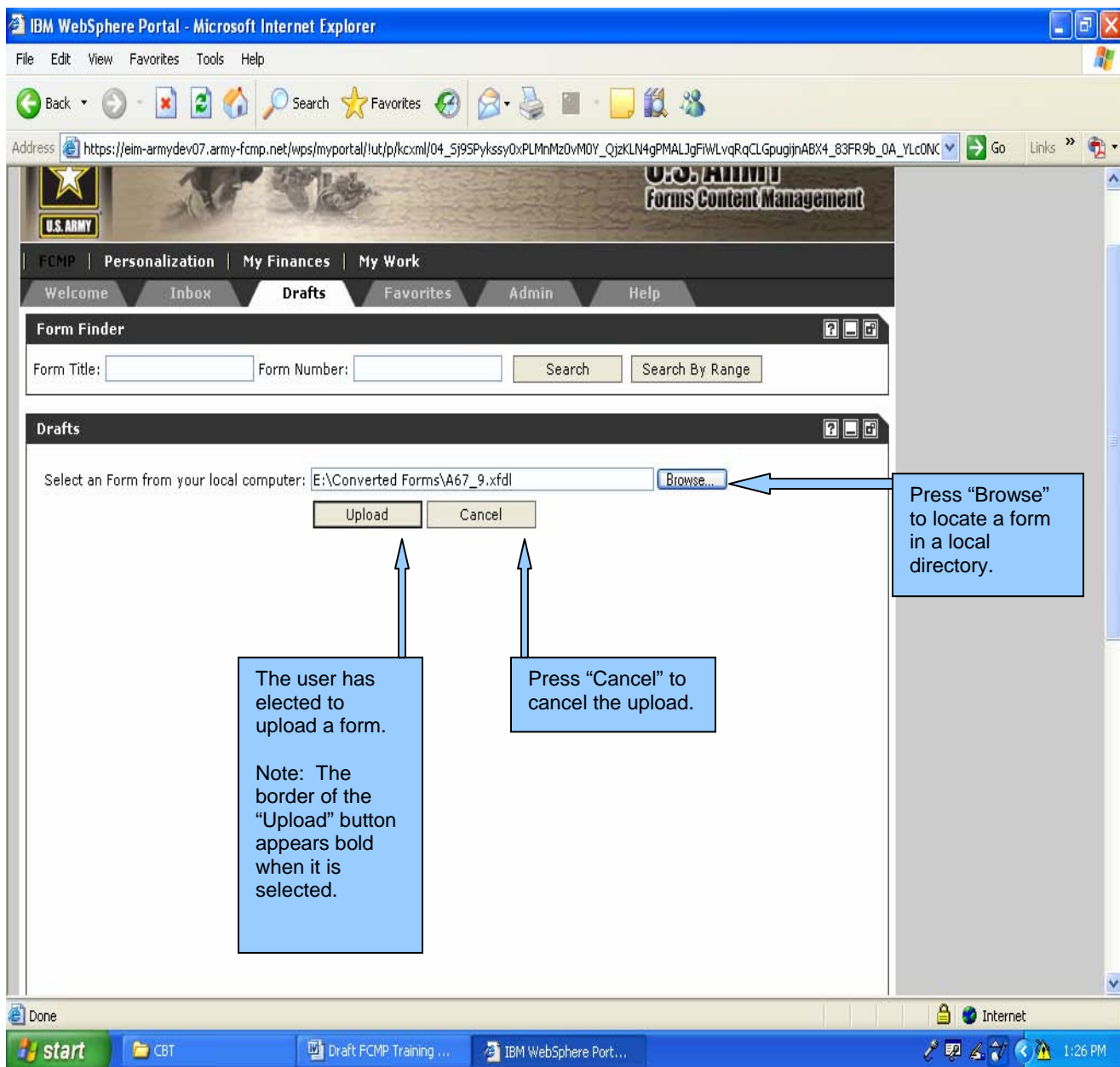


Figure 62 Confirm Form Upload



**Figure 63 Browse for a Form to Upload**

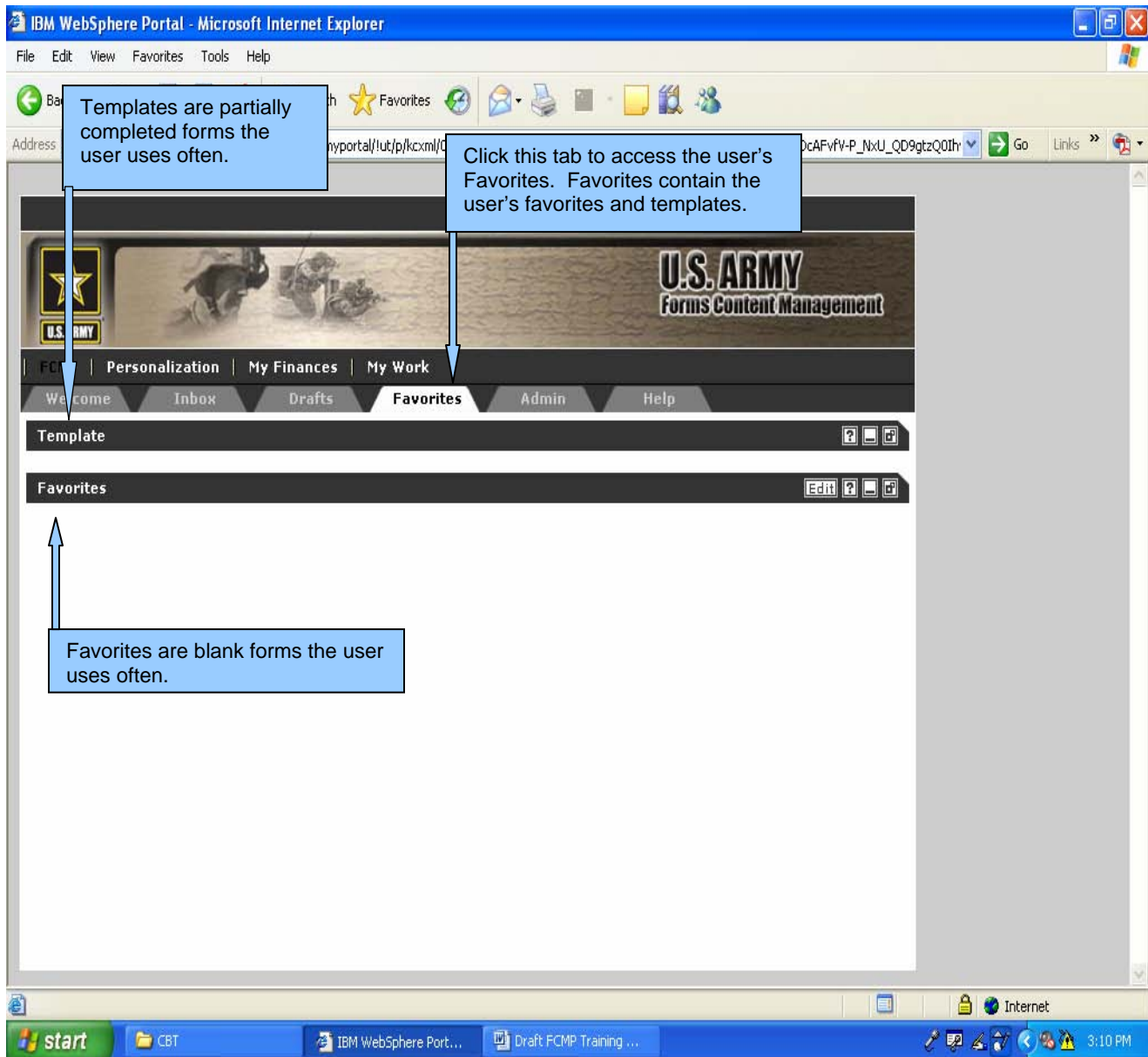


**Figure 64 Select a Form to Upload and Upload the Form**



## ***Favorites Tab***

### **Favorites Page Overview**



**Figure 65 Favorites Page Overview**



## Template Overview

The user can perform two actions in Favorites. The user can delete or rename a form. Delete and rename operates the same way it does in Inbox and Drafts.

This list of the templates the user created.

Form Name	Form Type	Actions List
<input type="checkbox"/> Aaron And Sylvia	DA 2408-12	<input type="button" value="Delete"/> <input type="button" value="Rename"/>
<input type="checkbox"/> Copy of REQUEST FOR WITHDRAWAL OF...	DA 1134	
<input type="checkbox"/> MAINTENANCE TEST F LIGHT MANEUVERS...	DA 5051-10	

Figure 66 Template Overview

## Favorites – Overview

The Favorites window shows the user's most used blank forms.

The "Edit" button allows the user to edit their list of favorite forms. The user edits favorites by clicking the "Edit" button.

This is a list of the user's most used blank forms.

U.S. ARMY  
Forms Content Management

Welcome jabari ! | Log out

FCMP | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | **Favorites** | Admin | Help

Template

**Favorites** Edit ?

Favorites-- 3 Form(s)

Form Name	Form Type	Form Description
NCOER	DA 2166-8	This form is used in the Army
NCOER SUPPORT	DA 2166-8-1	This form is used in the Army
OER SUPPORT	DA 67-9-1	This form is used in the Army

start | CBT | IBM WebSphere Port... | Draft FCMP Training ... | Internet | 3:11 PM

Figure 67 Favorites Edit Function

## Favorites – Edit Function

This screen appears when the user clicks the "Edit" button.

The "Search" allows the user to search the Army's Forms Content Manager using Form Name and Form Number.

This is a list of forms in the user's Favorites.

The "Remove" button allows the user to remove forms from the Favorites.

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://208.3.193.204/wps/myportal/!ut/p/kcxml/04\_5j9SPykssy0xPLMnMz0vMAf1zeMN4o0sLP5jclTE5M95N5UzJL9MMyEysyczOrUIPOI\_SjzIBqAoxAukEs5xf95FQRY1N0EUe4gK9Hfm6qvrd-gh58Tlav Go Links

Welcome jabari ! | Log out

U.S. ARMY Forms Content Manager

FCMP

Welcome Inbox Drafts Favorites Recycle Bin Admin Help

Favorites

Edit Favorites

Current Favorites			Search	
Name	Type	Description	Name:	Type:
<input type="checkbox"/> NCOER EVALUATION REPORT	DA 2166-8	This is a evaluation form used by the Army.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.	<input type="text"/>	<input type="text"/>

Remove

Search

Figure 68 Edit Function

## Favorites – Search Function

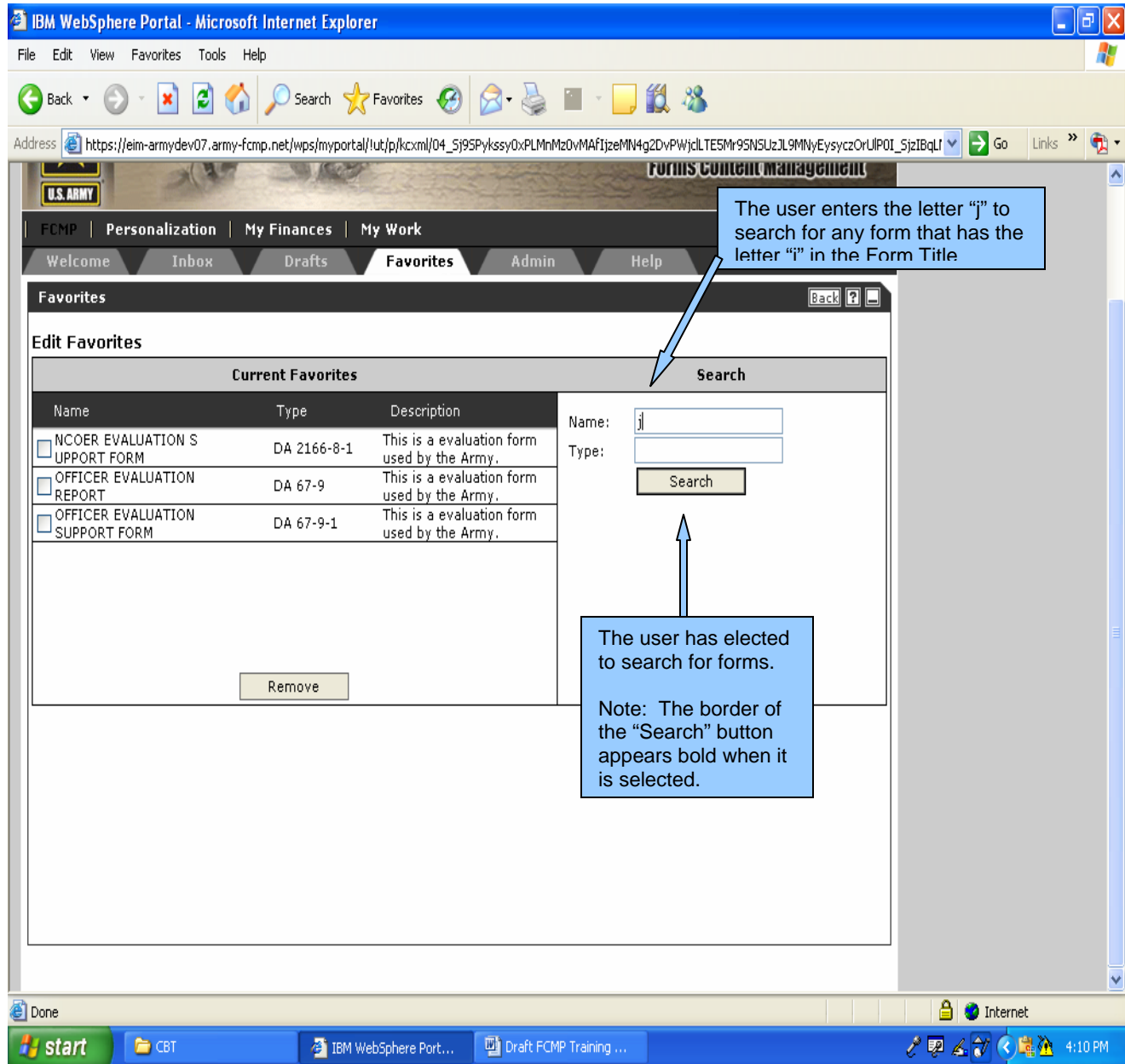


Figure 69 Search Function

## Favorites – Add Function

The system displays a list of forms that meet the search criteria. The letter "j" was entered and the search engine displays any form that has the letter "j" in the Form Title.

The system allows the user to select multiple forms to add to their Favorites.

The user has elected to add forms to their Favorites.

Note: The border of the "Add" button appears bold when it is selected.

**Current Favorites**

Name	Type	Description
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.
<input type="checkbox"/> OFFICER EVALUATION REPORT	DA 67-9	This is a evaluation form used by the Army.
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.

**Search**

Name:	Type:
<input checked="" type="checkbox"/> RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627
<input checked="" type="checkbox"/> SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627-1

<< Add

Figure 70 Favorites Add Function

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04\_Sj9SPykssy0xPLMnMz0vMAfIjzeMM4g2DvPWjclTE5Mr95NSUzJL9MMyEysyczOrUIP01\_SjzIBqL...

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Welcome | Inbox | Drafts | **Favorites** | Admin | Help

**Favorites** [Back] [?] [Print]

**Edit Favorites**

Current Favorites			Search
Name	Type	Description	
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.	Name: <input type="text"/> Type: <input type="text"/> <input type="button" value="Search"/>
<input type="checkbox"/> OFFICER EVALUATION REPORT	DA 67-9	This is a evaluation form used by the Army.	
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.	
<input type="checkbox"/> RECORD OF PROCEEDINGS UNDER ARTIC...	DA 2627		
<input type="checkbox"/> SUMMARIZED RECORD OF PROCEEDINGS ...	DA 2627-1		
<input type="button" value="Remove"/>			

The two selected forms were added to the user's Favorites.

Note: Five forms are in Favorites.

Done

start | CBT | IBM WebSphere Port... | Draft FCMP Training ... | Internet | 4:11 PM

Figure 71 Forms Added Successfully

## Favorites – Remove Function

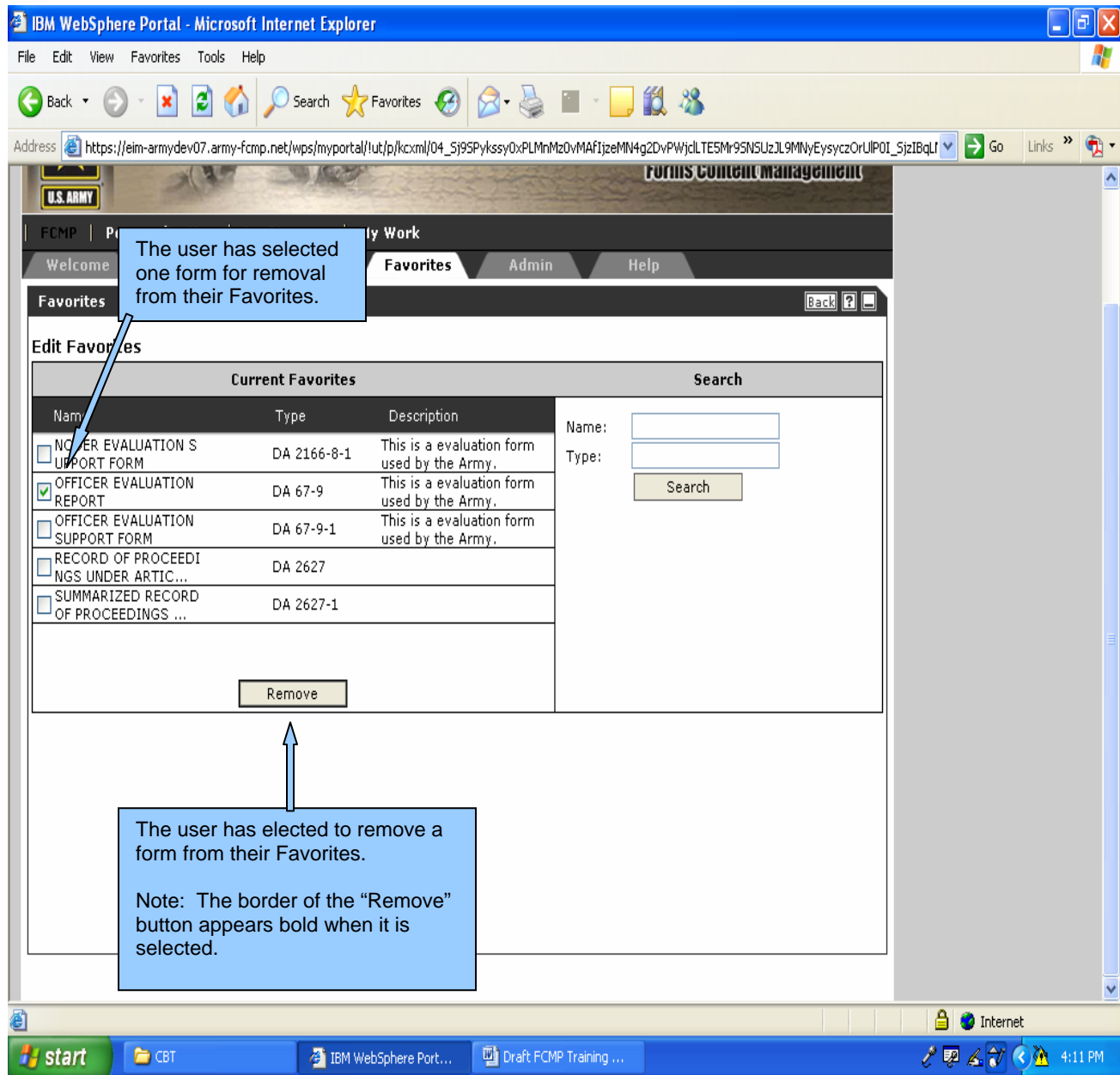


Figure 72 Favorites Remove Function

IBM WebSphere Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04\\_5j9SPykssy0xPLMnMz0vMAfIjzeMN4g2DvPWjclTE5M95N5UzJL9MNYysyczOrUIP0I\\_SjzIBqLI](https://eim-armydev07.army-fcmp.net/wps/myportal/!ut/p/kcxml/04_5j9SPykssy0xPLMnMz0vMAfIjzeMN4g2DvPWjclTE5M95N5UzJL9MNYysyczOrUIP0I_SjzIBqLI) Go Links

U.S. ARMY

FCMP Personalization My Finances My Work

Welcome Inbox Drafts **Favorites** Admin Help

**Favorites** Back ?

**Edit Favorites**

Current Favorites			Search
Name	Type	Description	
<input type="checkbox"/> NCOER EVALUATION SUPPORT FORM	DA 2166-8-1	This is a evaluation form used by the Army.	Name: <input type="text"/> Type: <input type="text"/> <input type="button" value="Search"/>
<input type="checkbox"/> OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.	
<input type="checkbox"/> RECORD OF PROCEEDINGS UNDER ARTIC...	DA 2627		
<input type="checkbox"/> SUMMARIZED RECORD OF PROCEEDINGS ...	DA 2627-1		
<input type="button" value="Remove"/>			

The "Back" button allows the user to return to the main Favorites page.  
Note: The user clicks "Back" after editing Favorites.

The selected form was removed from the user's Favorites.  
Note: Only four forms remain in Favorites.

Done Internet

start CBT IBM WebSphere Port... Draft FCMP Training ... 4:12 PM

Figure 73 Form Removed Successfully



## Favorites – Back Function

After the user clicks the "Back" button, this page is displayed.

The Favorites window reappears after the "Back button" is selected.

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Forms Content Management

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Welcome | Inbox | Drafts | **Favorites** | Admin | Help

Template

**Favorites** Edit ? [Icons]

Favorites-- 4 Form(s)

Form Name	Form Type	Form Description
NCOER SUPPORT	DA 2166-8-1	This form is used in the Army
OFFICER EVALUATION SUPPORT FORM	DA 67-9-1	This is a evaluation form used by the Army.
RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627	
SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ	DA 2627-1	

start | CBT | IBM WebSphere Port... | IBM WebSphere Port... | Draft FCMP Training ... | 4:27 PM

Figure 74 Back Function

## Help Pages

### Frequently Asked Questions (FAQs) - FCMP

Welcome james

U.S. ARMY

FCMP | Personalization | My Finances | My Work

Welcome | Inbox | Drafts | Favorites | Admin | Help

FAQ

#### Forms Content Management Program (FCMP) Electronic Forms (e-forms) FAQs

**What is the FCMP E-form?**  
FCMP e-forms represent a quantum leap over previous forms software and are far more than simply an e-forms solution. Under the new program, the printed form is only one of many potential outputs of what will comprise the new system. The e-form is an intelligent form that encapsulates the form logic and the underlying data into a single file in a non-proprietary Extensible Markup Language (XML) format. Secure digital signatures, automatic routing of the form to recipients, and support for non-connected users are just some of the benefits of the e-form. Additional features include automatic information population, synchronization of form data with Army databases, and integration with functional business processes.

**What will replace the FormFlow solution for electronic e-form design and usage?**  
The PureEdge Viewer & Designer software package has been selected to replace JetForm FormFlow as the software standard for the FCMP solution and Army e-forms.

**What are advantages of the FCMP e-forms software?**  
The new software provides immediate benefits such as digital signatures, ad hoc routing, and encapsulation of the form with all of the related data. The entire e-form solution, including content, is bundled in a single open standards XML document, and can be stored in a centralized database. In the not too distant future, a user will be able to pre-populate an e-form with data from specific Army databases (i.e., personnel, logistics, medical, financial, and etc.). The user will be able to complete the transaction either online, or in stand-alone computer mode; and then synchronize the completed e-form data with the appropriate Army databases.

**What is XML?**  
XML (Extensible Markup Language) is an electronic language for documents containing structured information. Structured information contains both content (words, pictures, etc.) and some indication of what role that content plays (for example, content in a section heading has a different meaning from content in a footnote, which means something different than content in a figure caption or content in a database table, etc.). Almost all documents have some structure. A markup language is a mechanism to identify structures in a

Figure 75 Frequently Asked Questions (FAQs)

## Electronic Military Evaluations:

Information specifically on the Military Evaluations – the first fully functional forms (wizardized, electronic approval, autofill from an authoritative database, etc) – can be found at this website:

<https://www.hrc.army.mil/site/active/tagd/MSD/msdweb.htm>

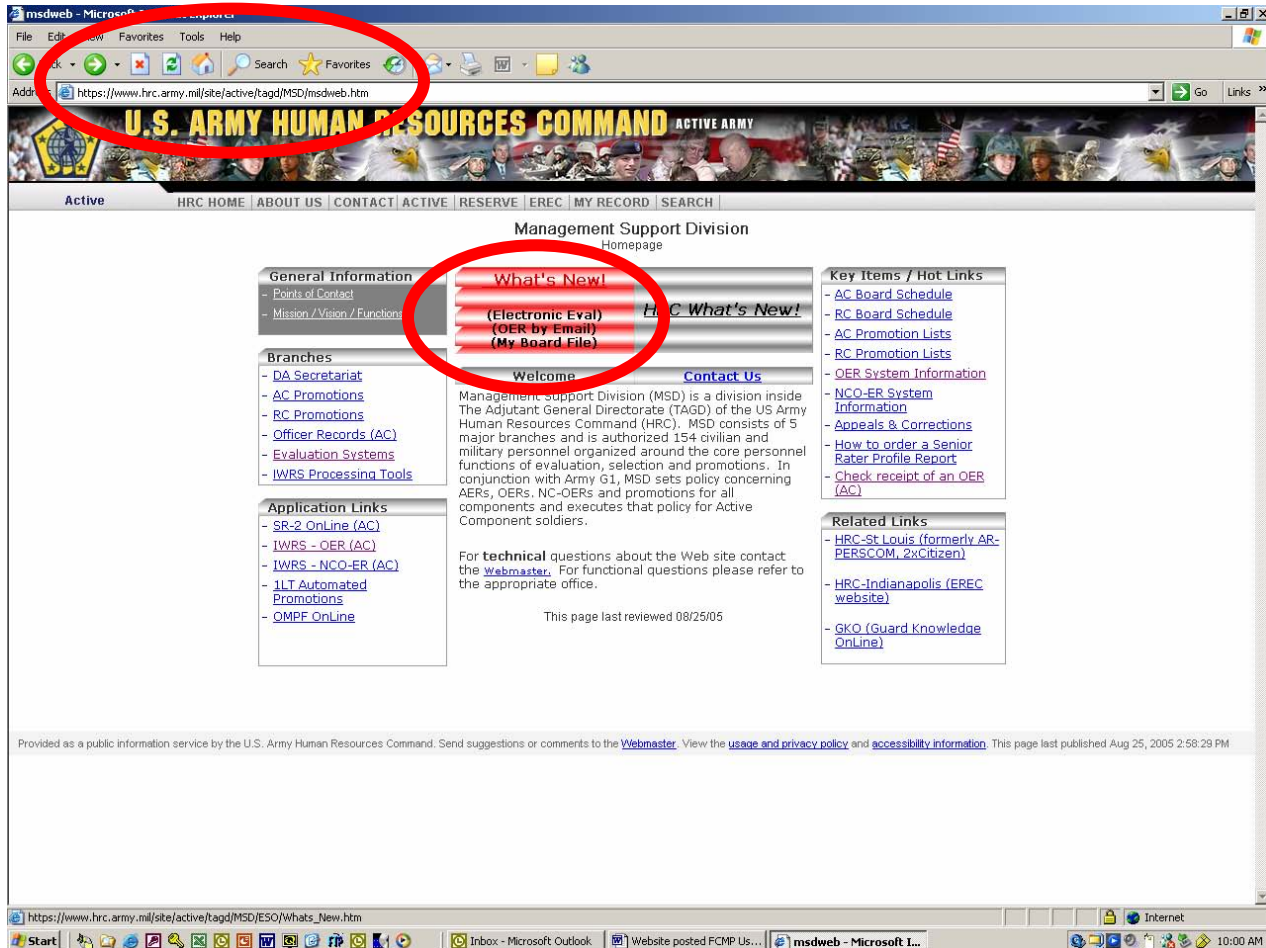


Figure 76 Military Electronic Evaluations Information